

The University of Manchester

Job Description

Job Title: Sabbatical Internship
(Students as Partners – Faculty of Medical and Human Sciences)

Reports To: Teaching and Learning Manager (TLSO), Faculty Academic lead for Student Experience and Faculty Teaching and Learning Officer

Line Management: Teaching and Learning Adviser (Students as Partners)

Organisation Unit: Directorate for the Student Experience
Teaching and Learning Support Office

Date: March 2011

Overall Purpose of the Job:

To support and develop Peer Mentoring, PASS schemes and other appropriate student led activity within the Faculty.

To assist the Teaching and Learning Adviser (Students as Partners) and the Faculty Teaching and Learning Officer in the implementation and delivery of student-based initiatives within the Faculty of Medical and Human Sciences as agreed through the Faculty Teaching and Learning committee.

This is a one-year fixed term appointment

Key Responsibilities, Accountabilities or Duties:

Promote Peer Support schemes within the Faculty and Schools as well as to all staff and students.

Assist with recruitment and selection of Peer Mentors and PASS leaders. Motivate, encourage and support these students.

Assist with design and delivery of ongoing training and support of volunteer peer supporters.

Co-ordinate the Faculty Peer Support Co-ordinators and offer one to one advice as necessary.

Observe weekly PASS sessions and assist with the organisation and facilitation of leader debriefs.

Assist with the evaluation of peer support programmes and student led activity.

Co-ordinate and work with Schools to produce pre-arrival booklets.

Work with the Faculty Academic lead for Student Experience and coordinate agreed student engagement projects, including assisting with focus groups and obtaining student feedback.

Assist with development and maintenance of Students as Partners website.

Promote and administer the Student Team Working Awards in Faculty.

Coordinate agreed student engagement projects, including assisting with focus groups and obtaining student feedback.

Identify and disseminate good practice in student development and initiative.

Organise and co-deliver relevant presentations, seminars and workshops.

Work with other Students as Partners Sabbatical Interns to coordinate University wide activity including the Annual Students as Partners Presentation evening.

Essential Knowledge, Skills and Experience:

Be studying at or graduating (2009/10) from the University of Manchester

Interest in Higher Education Teaching and Learning, in particular Student Development and Peer Support

Experience as a Peer Mentor or PASS Leader

Leadership Skills

Excellent communication, organisation and interpersonal skills and ability to relate to staff and students

A positive and flexible approach to work

Good IT skills, including Microsoft word, PowerPoint, email and internet

Demonstrable ability to work upon initiative and ability to work independently as well as part of a team

Energetic, enthusiastic and highly motivated

Desirable Knowledge, Skills and Experience:

Experience as a Peer Support Coordinator

Experience of delivering presentations

Experience of coordinating and facilitating small group activity

Experience of organising events