

## ***The University of Manchester***

### ***Job Description***

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**Job Title:** Sabbatical Internship  
(Students as Partners - Faculty of Humanities)

**Reports To:** Teaching and Learning Manager (TLSO) and Faculty of Humanities  
Senior Taught Programmes Administrator & Associate Dean  
(Teaching and Learning)

**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 assist the Teaching and Learning Adviser (Students as Partners) in the implementation and delivery of student-based initiatives within the Faculty of Humanities.

To support and develop current PASS schemes within the Faculty and to work with staff and students to support strategic expansion of PASS within the Faculty.

To assist in coordinating Peer Mentoring and other appropriate student led activity within the Faculty.

**This is a one-year fixed term appointment**

#### **Key Responsibilities, Accountabilities or Duties:**

Promote Peer Support schemes within the Faculty and Schools to both staff and students.

Support the Associate Dean (Teaching and Learning) and staff in Faculty Teaching and Learning Office to identify and disseminate good practice relating to the student experience.

Assist the Faculty Teaching and Learning Office in the identification of areas/programmes/disciplines where PASS development in the future may be implemented.

To work with staff and students in identified disciplines/programmes to introduce and implement PASS/Peer Mentoring.

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

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

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

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

Assist with the evaluation of peer support programmes/activities.

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

To work with the SAP programme & other Faculty interns to identify innovative good practice relating to peer support & student engagement activities and investigate the feasibility of developing such initiatives in the Faculty.

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.

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 PASS Leader or Peer Mentor

Leadership skills

Excellent communication 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 own 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