

buddy(su) Student Leader (Social Media)

We're currently recruiting a buddy(su) Student Leaders for the year 2020-21 with focus on managing our social media output. If you are interested in helping and supporting new students, this is the role for you!

Purpose of role

To be advocates of the buddy scheme and lead on buddy(su) social media channels to help new students;

- Settle in and make the most of their first year at UEA
- Take part in a diverse range of activities which showcase the best of UEA
- Create a sense of belonging and community at UEA to avoid loneliness

About the role

buddy(su) Student leaders are recruited from our buddy volunteers and act as advocates and organisers for the buddy scheme. During the Welcome period they will be leading campus based activities and supporting our volunteers to help new students have the best start to university. Over the year they will also help students to feel part of the UEA community by leading a programme of buddy(su) led activities to create a greater sense of belonging and tackle student loneliness.

This is a voluntary role.

Key responsibilities:

- Manage the new buddy(su) facebook group for new students and volunteers
- Write the group rules and ensure they are upheld
- Feed into the Welcome period programme and led Welcome events to support new students to ensure they get the best start at UEA
- Promote the buddy scheme to new students during the welcome period and the recruitment of volunteers in the second semester
- Help to facilitate school based buddy schemes and training of volunteers
- To attend and help out at buddy(su) Welcome/Welcome back parties
- To be an advocate for the buddy scheme by sharing your own experiences of the scheme
- Communicate benefits of being a buddy(su) volunteer to current students and get collate volunteers feedback to the buddy(su) co-ordinator
- Help to plan, facilitate and attend a weekly networking event to help create a buddy(su) campus community and provide a safe space for students to meet up

Commitment (timings are a guide)

February – August

Attend a student leader training session (4 hours)

Attend a volunteer feedback session and collate feedback (2 hours)

Deliver a training session/workshop to buddy volunteers (optional – 4 hours)

During Welcome Week

1 full day of volunteering during the Welcome Period (8 hours)

September – February

Attend and facilitate at least 2 events on campus and off campus which aims to tackle loneliness and isolation at university (4 hours)

Actively promote these events to students via social media and in your schools (flexible)

Facilitate a volunteer feedback session (2 hours)

Accessibility:

Activities and Events: buddy(su) run a diverse range of events and access needs have been considered. If you have access needs contact the coordinator (amy.rust@uea.ac.uk)

Meetings and training: Our training and socials are hosted on campus in Union House which is an accessible venue.

Further information about UEA Students' Union: <https://www.uea.su/union/>

Time commitment: This is a voluntary role and it is up to you how much time you give to the scheme. The timings above are guides but please only apply if you are able to commit for the year duration.

Assistance with filling out the application form is available. Contact via email above or arrange an appointment with buddy(su) co-ordinator (amy.rust@uea.ac.uk)

Feel free to contact Amy Rust (amy.rust@uea.ac.uk) if you need any further adjustments or assistance.

Training and Support

Buddy(su) will provide an extensive training session for all buddy student leaders in February 2020 which will include active listening, problem solving, social media and safeguarding.

There will also be extra training opportunities to develop specific skills including mental health first aid training, event management and public speaking.

Personal Development:

As a student leader, you will benefit from a continual development plan agreed with the buddy(su) co-ordinator which will ensure you are getting the most out of your role and access the other opportunities in the SU and nationally.

You would suit this role if you:

- Have been a member of the Buddy Scheme as a Buddy Scheme Volunteer
- Are empathetic and keen to support others
- Are keen to share your experiences and knowledge will benefit those going through what you did, right now
- Are after experience that would contribute to your CV
- Want to improve your communication and interpersonal skills
- Would like to improve your team working
- Want an opportunity to meet new people and network

How to apply

[Complete application form](#)

Timeline

Applications are open from 27/11/2019

Applications will close on 17/01/2020 (you may be invited to an informal interview)

Training will take place on 10/02/2020 and 12/02/2020

Any further questions regarding this role or timeline, please contact amy.rust@uea.ac.uk