

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	PAL (Peer Assisted Learning) Assistant
Reporting to	PAL Coordinator & Voice and Insight Manager
Place of Work	Kedleston Road (with travel to other sites when required)
Hours of Work & Salary	8 hours per week, national living wage per hour
Contract	Fixed term (working during term time this is usually 35 weeks per academic year) until July 2025

The Union of Students oversees a project called Peer Assisted Learning also known as PAL.

PAL is where a PAL Leader (a student in second year and above) supports students in first year and foundation year with their transition to university and academic study.

We are looking to recruit an organised and proactive student to fulfil the role of PAL Assistant with the Union of Students. In this role, you will be assisting the PAL Coordinator with all the core elements of the project, such as training, supporting and recruiting PAL Leaders, raising awareness of the project and collecting evaluation data.

This role has a flexible working pattern, which can work around study and other personal commitments. You will be based in the Voice Team at the Kedleston Road site, with occasional travel to other sites and campuses when required. travel provided to other sites and campuses when required.

If you are an individual who is passionate about helping others, has great problem-solving and Microsoft Teams skills, then we want to hear from you!

To download the full recruitment pack including the job description and person specification please refer to our website the link is: <http://www.derbyunion.co.uk/jobs>

The deadline for us to receive applications is 12:00pm noon on Thursday 18th July 2024.
Interviews will be held w/c 29th July 2024.

****We reserve the right to close this advertisement early if we receive a high volume of suitable applications****

Interview date to be confirmed and will be held virtually via Microsoft Teams. If selected for an interview, you will be advised what recruitment tasks (if applicable) will be undertaken on the day to support the panel. If successful at the interview stage, candidates ideally are required to start immediately following the interview process.

If you have any questions about the role please email christopher.fleming@derbyunion.co.uk

Diversity and Inclusion

Diversity and Inclusion The Union of Students are an equal opportunities employer; and encourage and value diversity for all our employees. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement or once in post.

We will select the best candidate solely on the basis of merit and ability to do the job. Unjustifiable discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation or any other reason will form no part of our selection process. We champion equal opportunities, equality and dignity in the workplace.

We can objectively justify why certain roles are designated for students, having a commitment to provide casual employment to students where roles are identified that suit such a cohort.

Purpose of Role:

To support the operation and development of the Peer Assisted Learning (PAL) Scheme for the Union of Students. To support and motivate PAL Leaders from various disciplines. To capture and record data to help show the impact of the scheme and to provide data-driven ideas to enhance the growth of the scheme.

DUTIES:

- To support PAL Leaders with training and guidance, such as Leader training, additional training sessions and one-to-one meetings.
- To support with the day-to-day administration of the scheme, e.g. PAL events, planning content and activity and answering queries.
- To provide support to first year and foundation students where appropriate.
- To support with the recruitment of PAL Leaders, including recruitment talks and shortlisting and interviewing candidates.
- To promote awareness of the Peer Assisted Learning Scheme to staff and students at the University of Derby using internal and external platforms.
- To be responsible for the reporting and logging of PAL engagement data.
- To support with the development of additional training and opportunities for PAL Leaders, e.g. the Futures Award & HEAR recognition.
- To support with a clear impact and evaluation measurement for the PAL scheme across the academic year.
- To support with the collection of feedback and engagement data on the Peer Assistant Learning scheme.
- To support the continual review of Peer Assisted Learning to ensure the impact of scheme meets agreed objectives, putting forward evidence-based ideas for improvements to Peer Assisted Learning.
- Produce regular data-led reports on Peer Assisted Learning to be shared with stakeholders.

WORKING RELATIONSHIPS:

- To help develop a comprehensive structure of positive and productive relationships with university staff (including those in colleges and relevant support services) to fully support the scheme.
- Work closely with the Coordinators in the Voice Team to ensure Peer Assisted Learning and Student Voice complement each other.

RESPONSIBILITIES:

The principle role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

GENERAL:

All Union employees are expected to work within the ethos of the Union and strive to achieve the following:

1. To work at all times within relevant legislation as well as structures, policies and procedures.
2. To work co-operatively with other Union staff and officers, as well as relevant external organisations.
3. To adhere to the highest standards, especially of customer service and safety.
4. To seek to continually develop and improve Union facilities and services.
5. To keep up-to-date with sector developments, local competition and students views/needs, where necessary undertaking market research to generate such information.
6. To undertake necessary training and to attend all meetings as requested.
7. To promote a positive and professional image of the Union to its members, customers, stakeholders and other external people.
8. To positively contribute to the organisation's ethical & environmental ethos of best practice.
9. To perform any other additional reasonable duties as deemed appropriate.

Staff are required to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide.

A condition of the employment is that all staff are expected to assist in key events throughout the year e.g., Welcome Weeks, Elections and any other key events if necessary. Staff are expected to portray a positive image both internally and externally of the Union by displaying standards of service integrity, punctuality, politeness, and professionalism.

This list is not exhaustive and is a general indication - the role holder will be expected to complete any reasonable task requested of them.

Person Specification for Peer Assisted Learning (PAL) Assistant:

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
Good general education, typically to the Higher/A level equivalent	Essential	✓	
Currently studying at Derby University	Essential	✓	
EXPERIENCE			
Experience of working with administration systems and databases	Essential	✓	
Demonstrable experience of working effectively on own initiative	Essential		✓
Experience analysing data to establish trends and inform reports	Essential		✓
Experience of writing internal reports for a senior colleague	Desirable	✓	
Experience of working with volunteers in a democratically led and/or voluntary sector or of working in Higher Education	Desirable		✓
Experience of volunteering and/or community-based work	Desirable		✓
Knowledge of current relevant legislation for example: GDPR, Education Act	Desirable	✓	
ATTRIBUTES/SKILLS			
Self-motivated and self-reliant and able to overcome challenges	Essential		✓
Skilled in researching and interpreting policy related to the area of work	Desirable		✓
IT competent with a working understanding of Microsoft Office particularly MS Teams	Essential	✓	
Exceptional interpersonal and communication skills (written and oral)	Essential	✓	✓
Able to create and maintain strong working relationships with key stakeholders and staff	Essential		✓
Skilled in time management—able to meet deadlines and cope with varying workloads	Essential	✓	✓
VALUES AND ETHICS			
Desire to work within a democratic & student led environment	Essential	✓	✓
Understanding and commitment to equal opportunities	Essential	✓	
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential		✓