

Peer Assisted Learning (PAL) Leader (1 position per discipline available)

Contract: Fixed Term from 1st August 2025 – 31st July 2026

Work pattern: Ad-hoc up to 4 hours a week.

Salary: National minimum wage

Location: Hybrid (home site and Microsoft Teams)

The PAL scheme at the Union of Students is recruiting students from second year and above to the role of PAL Leader. This role supports first year and foundation students with their transition to university and academic study.

We are looking for students to support this scheme during term time. Successful applicants will be given training and will support other students in their discipline. The PAL Leader role has a flexible working pattern which can work around study and other personal commitments.

The role of a PAL Leader is to be a supportive, friendly face with empathy for the first year and/or foundation experience. The role is student-focused, so the ability to communicate with students (online or in person) is essential. So, if you are a student who is passionate about delivering the best student experience with your peers, we want to hear from you!

The deadline for us to receive your application is: **20th March, 11:59pm.**

Please submit your online application here: <https://hr.breathehr.com/v/pal-leader-36030>.

Interviews for this role are scheduled to take place on Tuesday 25th March or Wednesday 26th March.

All PAL Leaders will be expected to attend two compulsory paid training sessions. This is to be done before their work as a PAL Leader commences.

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

Diversity and Inclusion

The Union of Students are an equal opportunities employer; and encourage and value diversity for 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. We have a commitment to provide casual employment to students where roles are identified that suit such a cohort.

JOB DESCRIPTION AND PERSON SPECIFICATION

Reporting to

PAL Coordinator

Purpose of Role

To support 1st year and foundation year students within your discipline by helping them with their transition to university and academic study.

Key Tasks

- To be responsible for PAL activity in your discipline and respond to questions asked by students.
- To develop engaging content to be ideally posted out weekly on your Teams site to engage your learners and create a positive learning community.
- To actively signpost students to the appropriate sources of support.
- To participate in supervision meetings with a member of the Union PAL team and your Academic Liaison*.
- To work with your Academic Liaison* to create informative and engaging materials to support students' transition to higher education.
- To support with the collection of feedback when needed to enhance the scheme.
- To report to the PAL Coordinator with any trends or struggles students are facing.
- PAL Leaders are representatives of the Union and should always reflect Union values and be willing to share Union messages as required.
- To keep to professional boundaries when in post.

*Academic Liaison is a member of staff who is from your discipline to help support you with academic information

PEER ASSISTED LEARNING (PAL) LEADER PERSONAL SPECIFICATION

CRITERIA	Requirement
REQUIREMENTS:	
Currently studying at University of Derby	Essential
Right to work in the UK	Essential
EXPERIENCE:	
Of presenting complex pieces of information effectively and to different levels of understanding	Essential
Of working effectively and using own initiative	Essential
Competent at using Microsoft Teams and other Microsoft packages	Desirable
ATTRIBUTES/SKILLS:	
Excellent interpersonal and communication skills at all levels of understanding	Essential
Able to approach and talk to students, including when they are hard to engage	Essential
To have empathy with the first year/foundation experience	Essential
Able to problem solve and signpost effectively	Desirable
Able to develop engaging, relevant, and educational content for learners	Essential
To be a positive ambassador of the Union of Students	Essential
VALUES AND ETHICS	
Desire to work within a democratic and student-led environment	Essential
Understanding and commitment to equal opportunities	Essential
Desire to work within an organisation which serves a culturally diverse membership	Essential
Committed, positive, outgoing, and approachable with a 'can do' attitude	Essential