

UNIVERSIFY GROUP LEADER

Universify Education seeks **enthusiastic, recent or current graduate or undergraduate students who are passionate about university** to act as a Group Leader on our free week-long summer residential and 3-day Easter weekend. for Year 10 students from non-selective state schools. We are looking for volunteers who share our vision that universities become open to anyone with academic potential regardless of their background.

About the Role

As a **Group Leader** you will be part of our on-course delivery team looking after students attending our week-long summer residential courses and our 3-day Easter weekend.

You will be responsible for a group of around 20 students and you will manage a team of Volunteer coaches to ensure the smooth delivery of the course.

You will receive training in Universify Education's policies, child safeguarding, Mental Health First Aid, basic First Aid and Coaching.

You will also act as a coach for up to 3 students on the course. Through a active listening a coach works to help empower students to achieve their academic dreams. As a coach you will catch up monthly via phone or Skype with your students to check-in on progress.

This is a leadership role for energetic, committed and enthusiastic people. You will report to and work closely with the Course Director.

Main Duties

- **Delivering** a successful course in co-ordination with Student helpers, other Group Leaders, deputy Course Director and Course Director
- **Manage** a group of Volunteer Coaches to ensure the successful delivery of the course
- **Responsible** for the welfare and discipline of your group of students
- **Confirming bookings, organising and leading** student excursions, evening activities, and the half-day trip.
- **Liase** with tutors to ensure students attend class and fulfil the academic element of the programme
- **Offer support** to students in their work, helping them with research
- **Manage and record** course finances in accordance with a set budget
- **Generate marketing material** in co-ordination with your Student Helpers to generate marketing content for our website, social media, blog and newsletter
- **Assist the Course Director** in administrative and course delivery duties

Practical details

Pay: The role is voluntary but **meals** and **accommodation** are provided

Location: We are seeking Assistant Course Directors to work with us in Oxford

Minimum requirements

- Passion for university access and outreach
- Enthusiasm for higher education
- Excellent knowledge of Oxford
- Fast learner with attention to detail
- Excellent team-work skills and a team player
- Excellent leadership skills
- Flexible, proactive and hard working
- Imagination, creativity and a flair for generating enthusiasm and motivation in others

- Past experience working for a summer school in a similar capacity or other relevant experience working with students

Desirable attributes

- Knowledge of Health and Safety, Safeguarding and emergency protocols in academic institutions

Application

Please complete our online application form. Interviews will be held on a rolling basis, beginning immediately, until all positions are filled.

About us

Universify was founded in 2016 by the Directors of Oxford Summer Courses, a BAC-accredited provider of short academic courses. With the help of education charities in designing our programme, we combined Oxford Summer Courses' 8 years of expertise in running summer schools with Somerville College's desire to better serve their link regions and target schools.

Universify is a charity committed to educational equality. Our vision is that universities become open to anyone with academic potential regardless of their background. We inspire Year 10 students from non-selective state schools to strive for, apply to, and be accepted at highly selective universities.

Ultimately, we want universities to draw strength from greater diversity and more students from non-traditional university backgrounds to feel empowered and excited about their future education.

We run a year-long programme, with 3 key elements:

1. 6-day residential summer course in August
2. Monthly academic coaching until students complete their GCSEs
3. 3-day GCSE-focused Easter residential

Academic sessions are delivered by academics and undergraduate volunteers provide student welfare support and ongoing coaching throughout the programme. Our year-long programme seeks to inspire students, maintain their motivation and provide them with the best opportunity of achieving their potential at GCSE and beyond.

In 2018 we aim to host 120 students across 3 Oxford colleges before taking Universify to other universities throughout the country, including the University of Cambridge.