

## COURSE DIRECTOR

Universify Education seeks **enthusiastic volunteers who are passionate about university** to act as Course Directors on our summer residential and 3-day Easter weekend.

You will lead a team of volunteers to deliver an authentic and inspirational experience of university life to 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.**



### What is a Universify Course Director?

As a Course Director you will manage a team of Group Leaders and Volunteer Coaches, who are current or recent undergraduate or graduate students, to ensure the smooth delivery of the course.

You will motivate, enthuse and support your on-course team so that courses are high quality, exciting and rewarding both academically and socially. You will work closely with the Programme Team in the delivery of the course, encompassing student discipline, welfare, coordination and administration.

You will also act as a coach for up to 3 students on the course, empowering 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.

### What is involved?

- 1 week summer residential
- 3 day Easter weekend
- Monthly coaching sessions by phone or Skype for a year

### What support is provided?

You will receive specialist training in coaching and mentoring, led by Dallaglio RugbyWorks, and in child safeguarding, mental health and basic first aid. You will be part of a support network of volunteers and programme staff on the residential courses and throughout the year.

There is an option to take part in an additional leadership training programme aimed at all our volunteers to help you work on your own leadership goals. Its aim is to improve broader

employability skills as well as your coaching skills. Training is delivered through 4 sessions over the year, supported by a manual to track your progress.

### **Main Duties**

- **Manage** a team of Group Leaders and Volunteer Coaches
- **Oversee** the running of all aspects of the course, including managing a budget
- **Bond and lead a cohesive team** of volunteers to make sure that the staff and student experience is brilliantly memorable
- **Manage day-to-day relations** with the conference and events staff on-site
- **Manage the generation of marketing material** in coordination with the Universify Programme Team
- **Decision maker** in challenging and unexpected situations, including dealing with disciplinary and welfare issues
- **Coach 2-3 students** via monthly calls for a year, helping to set and achieve academic goals

### **Practical details**

- **Pay:** £nil the role is voluntary
- **Accommodation:** We provide some accommodation with priority going to Course Directors and Group Leaders and people coming from outside Oxford
- **Meals:** All meals are provided at the partner college
- **Location:** Oxford colleges

### **Minimum requirements**

- **Passion for Higher Education and Outreach**
- **1-2 years' experience working in education or for a summer school in a similar capacity**
- **Excellent leadership skills**, decisive, organised and proactive
- **Highly motivating and supportive**, able to work with a range of people
- Knowledge of Health and Safety, Safeguarding and emergency protocols in academic institutions highly desirable

### **Application**

Applications close at midnight on 26th June 2019. Places will be filled on a rolling basis. Find out more and apply online at <http://universifyeducation.com/volunteer/>.

### **About us**

Universify is a charity committed to educational equality. We inspire Year 10 students from non-selective state schools to strive for, apply to, and be accepted at highly-selective universities. Our intervention starts earlier than most outreach programmes, giving students the time to develop their goals and achieve the required GCSE grades to make a good application to university. Students attend academic sessions, delivered by academics, and undergraduate volunteers provide student welfare support and ongoing coaching throughout the programme.