

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.

WHAT DOES VOLUNTEERING WITH UNIVERSIFY INVOLVE?

You will **lead a team of volunteers** to deliver an authentic and inspirational experience of university life to Year 10/11 students from non-selective state schools. We are looking for volunteers who **share our vision of educational equality** - 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.

Our Course Directors **organise the residential programmes** with the help of an Deputy Course Director by liaising with the Programme Team and delegating activities to Group Leaders. 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 be **the primary source of contact for student and volunteer welfare** and disciplinary matters, coordination and administration.

You will also have the option to 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** in August 2020
- **3 day Easter weekend** in March/April 2021
- **Option to undertake monthly online coaching sessions with up to three students for a year**

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
- **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 (optional)

WHAT SUPPORT IS PROVIDED?

You will receive specialist training in coaching, mentoring and child safeguarding jointly run by Dallaglio RugbyWorks and Universify. In addition, you will attend specialist Course Director and Group Leader training.

We run an opt-in full-year training programme which aims to enhance your broader employability skills as well as your coaching skills and expertise in working with young people. Training is delivered through 4 sessions over the year and covers:

- **Advanced Coaching**
- **Youth Mental Health First Aid**
- **Stress management workshop**
- **Coaching skills for employability**

PRACTICAL DETAILS

- **Voluntary** – we will cover adhoc expenses and travel to and from the residential
- **Accommodation** – all Course Directors will be given accommodation
- **Meals** – all meals are provided at the partner college
- **Location** – Oxford University colleges and one Cambridge University college
- There is the option to Course Direct one week or to direct two weeks and to coach no more than 3 students across the two weeks

APPLY

Please complete our [application form](#) by **Wednesday 4th March 2020**. Spaces will be filled on a rolling basis.

ABOUT US

Universify Education exists to further educational equality. Our vision is a diverse and inclusive higher education system, tackling the under-representation of students from disadvantaged backgrounds in the UK's top universities.

We have developed a transformative programme for Year 10 students in the UK who are at risk of not fulfilling their potential in higher education which encompasses a week-long summer residential, a 3-day Easter revision course, and monthly academic coaching. In 2020, we will expand our programme to Cambridge University and partner with four Oxford Colleges.

DISCLAIMER

Universify Education is committed to safeguarding and protecting children. We check references and undertake enhanced Disclosure and Barring Service (DBS) checks to ensure all our staff are suitable to work with children.

No terminology in this advert is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the role.