

Mentoring scheme



The University of Worcester mentoring scheme offers University of Worcester students the chance to undertake a wide range of paid opportunities alongside their studies.

Based within many of the University departments, the opportunities range from helping guide visitors on a tour of the campus to working in schools to help raise the aspirations and attainment of school pupils.

Something which will become apparent when working as a University of Worcester Student mentor is that no two activities are ever the same. Different participants, venues, activities and staff mean that every day will be different. A small selection of activities that University of Worcester students have been involved with in the past includes:

- 1 Helping with University Open Days and Sixth Form Inductions
- 1 Acting as guides during school events on campus
- 1 Mentoring in schools & colleges
- 1 Helping with Higher Education events in partner schools and colleges, working on stands at careers events and options evenings, helping learners to decide 'what next?'
- 1 Summer School ambassadors
- 1 Running activities in your subject area, either on campus or in schools
- 1 Visiting local schools to deliver workshops, talk in assemblies, and support their events

Benefits of becoming a University of Worcester Student Mentor

- 1 **Personal development** - develop your interpersonal, communication and team working skills. Boost your self-esteem and confidence
- 1 **Employability** - gain valuable experience to add to your CV and improving your employability
- 1 **Represent your university** - develop a sense of pride in your University.
- 1 **Meet new people** - the scheme is a great way to make friends.
- 1 **Earn while you learn** - work is flexible around your studies. You can apply for as little or as many hours of work as you feel able to commit to

The Ideal Student Mentor

There is no one type of student who makes the ideal Student Mentor - we welcome people from all backgrounds and all courses to contribute to events. There are however, some essential characteristics which all of our Student Mentors should share - reliability, enthusiasm, responsibility, commitment, a sense of humour and the ability to listen and take the initiative when things don't go to plan.

Many of our projects work specifically with pupils from under-represented groups. We aim to increase the proportion of students from low socio-economic backgrounds, no family history of Higher Education, ethnic minority backgrounds and neighbourhoods with low rates of participation in Higher Education. We welcome applications from students from similar backgrounds to these as they can be powerful role models.

How much time will it take up?

It is completely up to you what amount of time you wish to commit to this scheme. You can apply for roles that just require a few hours on an ad hoc basis or you can apply for roles which require a regular commitment. Whatever you apply for, you must be confident that you will be able to honour the time commitments required.

It is important to note that work is undertaken on a casual basis, and we are not able to guarantee any student regular hours.

Remember that the aim of part-time work is to supplement your studies and act as a stepping stone towards more permanent employment. Don't let the work conflict with your course timetable and think carefully about how many hours you can sensibly work. The University of Worcester recommends a maximum of 16 hours of employment per week.

Applications from Non EEA Workers:

Prospective applicants are advised to ensure that they are eligible to work in the UK without restriction. Further details can be found at the Home Office UK Border agency website at <http://www.bia.homeoffice.gov.uk/workingintheuk> and the points based calculator can be found at www.ukba.homeoffice.gov.uk/pointscalculator

How do I become a mentor?

The first step to becoming a University of Worcester Student Mentor is to complete the introductory on-line training. The training can be taken at any time and at a pace which suits you. All students wishing to apply for jobs advertised under this scheme must have completed the training and registered with Access & Inclusion.

Once you have completed the training you will be eligible to apply for advertised jobs where you feel you meet the requirements outlined in the job description.

There will be two levels of opportunities available. Level 1 roles should require minimal additional training and will be fairly universal as to who can apply for them. Level 2 roles will require greater knowledge, experience, initiative and commitment from you. They may also include a requirement for experience or knowledge in a subject specific area. Level 2 roles will be paid at a higher hourly rate than Level 1 roles.

Each individual department will have their own requirements and selection process to appoint students. If your application is successful the department will provide you with any extra training you may need.

If you would like to become part of this scheme please click on the mentor training link at the top-right of this page. This will take you to the training module and allow you to register as a student mentor.

How do I apply for jobs?

Recruitment for roles will vary by departments and by the nature of the job.

When you complete the Level 1 training your contact details will be added to a list of students trained for Level 1 work. Some departments will send out details of opportunities via a group email to all Level 1 qualified students. The email will invite students to respond if interested in the job.

Other jobs will be advertised on the staff vacancy pages of the University web site (<http://www.worcester.ac.uk/community/current-vacancies.html>), so it is important that you keep looking here for opportunities. If you feel that you satisfy the requirements detailed in the job description and would like to apply for the role you should follow the instructions within the job description.

DBS checking

Many of the roles involve working with children and may require you to obtain a check from the Disclosure and Barring Service (DBS) before you can begin work. The job description will specify where this is a requirement. All jobs requiring a DBS check will be offered subject to this check being satisfactory. The check will be paid for by the University and project staff will give you full details on how to apply.

How will I be paid?

Most mentoring roles will be paid hourly at the rate advertised for the role. Payment will be made monthly, via BACS, straight into your bank account and all payments will be subject to UK tax. You will be asked to claim for all work you have done via the submission of a time sheet. This will be authorised by the department you did the work for and then passed to payroll for payment.

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<http://www.worcester.ac.uk/discover/access-inclusion-mentoring-scheme.html>