



# Peer Support Volunteer | Role Description

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| <p>Purpose &amp; Summary of the Role</p> | <p>The purpose of this role is to support the Mentee to set, work towards and achieve manageable goals to ensure they reach their academic potential. Additionally, the Mentor may help the Mentee to deal with the transition to University and managing the change in educational attainment, expectations and become used to being autonomous and self-reliant learners.</p>  |
| <p>Recruitment Period</p>                | <p>Varying for schemes - Ongoing</p>   |
| <p>Time Commitment</p>                   | <p>A minimum of once weekly contact, this can be face to face or virtually</p>   |
| <p>Task Description</p>                  | <p>There are a variety of models of Peer Support throughout the University. These all have the ability to be combined but current models include:</p> <p><b>Buddies</b><br/>Mentors are matched with other smaller groups of students in higher years and they meet up and run activities throughout the year.</p> <p><b>Academic Families</b><br/>Students are put into “families” where they go to social events and meet up throughout the year with their Mentors.</p> <p><b>One-to-one mentoring</b><br/>Mentors are given the option to meet one-to-one with students who may be seeking pastoral support.</p> <p><b>Workshops</b><br/>Mentors run bespoke workshops throughout the year based around academic content, including dissertation help.</p> <p>These are some general tasks that some groups would need to complete dependent on the model they follow:</p> <ul style="list-style-type: none"> <li>• Support the mentee to make an ‘Action Plan’ outlining their motivation and goals</li> <li>• Meet on a one to one or group basis to review the Mentee’s progress towards their desired goals</li> <li>• Use questioning techniques to facilitate the Mentee's own thought processes in order to identify solutions and actions</li> </ul> |



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|  | <ul style="list-style-type: none"> <li>• Utilise active listening and communication skills to ensure the needs of the Mentee are being met within the mentoring relationship</li> <li>• Share relevant academic experiences/problems you have overcome (if appropriate)</li> <li>• Facilitate and encourage autonomous and enquiry-based learning, providing the Mentee with the tools to find their own answers</li> <li>• Sign-post the Mentee onto other support services should this be necessary</li> <li>• Attend continuous training to ensure the you have the appropriate skills to support the Mentee in their journey</li> </ul>  |
| Person Specification                                   | <ul style="list-style-type: none"> <li>• A well-developed, autonomous learning style</li> <li>• A comprehensive understanding of their related discipline</li> <li>• Strong communication skills</li> <li>• The ability to work unsupervised</li> <li>• Leadership skills</li> <li>• The ability to de-compartmentalise the subject area involved, supporting the Mentee to have a thorough understanding of the Discipline</li> </ul>   |
| Skills & experience likely to be gained from the Role: | <ul style="list-style-type: none"> <li>• Mentors will develop the ability to reflect on their own learning and may be eligible for the HEAR.</li> <li>• Following their training and activities Mentors will be able to identify processes and strategies for learning and apply these skills within the mentoring relationship, their own study area and beyond</li> <li>• Through the mentoring relationship Mentors will develop their communication, inter-personal and negotiation skills to a high level.</li> <li>• Through the mentoring experience, Mentors will learn to collaborate with others to further their learning and ability to achieve their desired outcomes.</li> <li>• Mentors will become skilled in seeking, valuing and utilising open feedback.</li> </ul> |
| Training Required                                      | Those volunteering as Mentors must attend a minimum 7 hour training session, plus meeting regularly with their Coordinator (Key Contact) for team meetings and continued development   |
| Contact Details for Recruitment                        | Please contact your Personal Tutor or Katie Scott, Peer Learning and Support Manager<br>Katie.scott@eusa.ed.ac.uk  |