**SHEFFIELD HALLAM STUDENTS’ UNION**

Job Description: Student Staff

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. **Job Title:** **STUDENT PEER TRAINER**
2. **Grade:** £9.80 / hr
3. **Responsible to:** Student Training & Awards Programme Leader
4. **Purpose of Post:** To support in the delivery of services that enable Sheffield Hallam Students' Union to be the outstanding organisation in the UK for supporting and inspiring students.

To support the Student Opportunities department in delivering a quality Training Opportunities programme to students. The Training Opportunities programme offers students a variety of dynamic training workshops that support the development of students' transferable skills and improves their employability.

Attend the 2 day Train the Trainer workshop as part of the induction process of the role and other relevant support meetings and training sessions as part of the roles ongoing development.

**5. MAIN DUTIES AND RESPONSIBILITIES**

**Student Staff common requirements**

A commitment to Sheffield Hallam Students' Unions core values which include:

**Passion**: You should be passionate about ensuring your work helps to ensure a great experience for students who engage with Sheffield Hallam Students' Union.

**Honesty**: You should display absolute integrity in your interactions with students, customers and colleagues.

**Dedication:** You should be dedicated to the Students' Union and ensure you uphold your commitments within your role.

**Innovation**: You should be comfortable coming up with new ideas to improve the service we deliver to Sheffield Hallam students.

**Diversity**: You are committed to providing a flexible, adaptive and excellent service to all our students and customers.

**Role Specific Responsibilities:**

* Develop at least 1 training workshop that you will deliver as part of the Training Opportunities programme.
* Deliver training workshops throughout the year across both campuses as well as supporting the delivery of training workshops in other Students' Union departments.
* Act as an 'ambassador' of the Training Opportunities programme in the form of communicating and promoting upcoming training workshops and events, assisting with queries, answering questions and wearing Students' Union Trainers polo shirts as and when required.
* Assist the Student Training & Awards Programme Leader to facilitate workshops delivered by external trainers through meeting and greeting external trainers, showing them to their rooms and helping them set-up.
* Assist the Student Training & Awards Programme Leader with administration, monitoring engagement and evaluating satisfaction.
* Any other duties as requested by the Student Training & Awards Programme Leader (i.e. weekend work.)

**PERSON SPECIFICATION**

**Job Title: Student Peer Trainer - Student Staff**

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| **No.** | **Personal Attributes required (based on the Job Description)** | **E\*/D\*** | **Tested by** |
| 1  1.1  1.2 | **Qualifications**  Must be registered on a degree programme at Sheffield Hallam University  Currently undergoing a postgraduate/teaching degree at Sheffield Hallam University | **E**  **D** | Application Form / Interview  Application Form / Interview |
| 2  2.1  2.2  2.3  2.4  2.5 | **Experience**  Shows an understanding of training/learning theories and how to apply them in practice  Evidence of working with students and student groups  Evidence of being proficient in using the following software areas: Microsoft Office (PowerPoint, Word and Excel)  Evidence of leading in a team-based setting e.g. tutorial group work, volunteering, mentoring, societies, clubs, representation etc.  Evidence of coaching or facilitating others to learn an idea, system or concept | **E**  **E**  **E**  **D**  **D** | Application Form / Interview / Assessment  Application Form / Interview /  Application Form / Interview / Assessment  Application Form / Interview  Application Form / Interview |
| 3  3.1  3.2  3.3  3.4 | **Skills**  Evidence of good interpersonal and communication skills including fluency in both spoken and written English  Evidence of strong presentation skills with the ability to articulate complex topics to a variety of audiences  Evidence of excellent self-organisational skills and the ability to prioritise workload and time management  Evidence of excellent customer service skills | **E**  **E**  **E**  **E** | Application Form / Interview / Assessment  Application Form / Interview / Assessment  Application Form / Interview  Application Form / Interview |
| 4 | **Other Requirements**  Awareness of how the Students' Union is run and commitment to its core values | **E** | Interview |

Date: May 2017 E\* = Essential/D\* = Desirable