

Course Director

Universify Education seeks **enthusiastic volunteers** who are passionate about university to act as Course Directors on our residential courses. We work with **Year 10/11 students from non-selective state schools**, helping to boost their attainment and aspirations on **our year-long programme**.

The summer course is an intensive but rewarding 7-day course involving morning lectures, afternoon group work and evening social activities. In spring students and volunteers return for a 3-4 day revision weekend. Volunteers also act as coaches to deliver monthly online coaching sessions to help students stay motivated and reach their potential in education.

WHAT MAKES AN EXCELLENT UNIVERSIFY COURSE DIRECTOR?

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. Our Course Directors must be confident, committed, and adaptable people who are **experienced leading teams and working with young people**. This can be an intensive but hugely rewarding role, so Course Directors should be **enthusiastic** and **great at motivating others**.

WHAT DOES VOLUNTEERING WITH UNIVERSIFY INVOLVE?

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 (or online) programmes** with the help of a 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 videocall with your students to check in on progress towards their goals.

HOW WILL CORONAVIRUS AFFECT UNIVERSIFY?

The need for access and outreach is more important than ever before. During the pandemic, we have continued to support students, moving our programmes online to deliver successful online courses throughout 2020-21. Volunteers brought the courses to life, keeping students engaged and energised throughout.

We hope to run our summer courses in-person at our partner colleges in Oxford and Cambridge. However, please note that our courses may have to move online in line with future guidance and national lockdowns.

WHAT IS INVOLVED?

- **One week summer course** in-person at an Oxford or Cambridge college (or online) in August 2021
- **3-4 day spring residential** at an Oxford or Cambridge college in March/April 2022
- **(TBC) October booster day** – a 1-day online course to re-engage students
- **Pre-course training** lasting approximately 8.5 hours, covering coaching and safeguarding training, with additional ad hoc training sessions throughout the year
- **Option to undertake hour-long monthly online coaching** sessions with up to three students for a year (max. 3 hours a month)

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 run by Universify. You will also have coaching support from staff on the residential courses and throughout the year.

We run an opt-in full-year training programme which aims to improve your employability skills as well as your coaching skills and build your experience working with young people. Training is delivered through 4 sessions over the year and includes topics such as Advanced Coaching and Youth Mental Health First Aid.

PRACTICAL DETAILS

- **Voluntary:** we will cover course-related expenses and travel to and from residential (within the UK)
- **Accommodation:** on residential, we will provide some accommodation. Priority goes to Course Directors, Group Leaders and people coming from outside Oxford and Cambridge
- **Meals:** all meals are provided at the partner college during the residential courses
- 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](#) as soon as possible. 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.

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

Please note that all personal information submitted via our application form will be treated in accordance with our data protection policy.

We want all our volunteers to feel supported and listened to at Universify. We are always happy to discuss any adjustments to the application process or role that you may require. For more information, please email info@universifyeducation.com