

# Course Director

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

## IS THIS THE RIGHT VOLUNTEERING ROLE FOR ME?

Our Course Directors must be confident, committed, and adaptable people who are **experienced in 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?

Our year-long programme consists of 2 residential and monthly 1-2-1 coaching sessions. Our Course Directors **organise the residential programmes** 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.

		
<p><b>A week-long summer residential</b></p> <p><b>During this residential you will support students to take part in the following:</b></p> <p>Taster sessions in a range of subjects such as English, Philosophy, Psychology, Environmental Law, etc.</p> <p>Activities such as group work, museum trips, punting, scavenger hunt, quizzes and movie nights etc.</p>	<p><b>Monthly 1-2-1 Coaching Sessions</b></p> <p><b>During these sessions you will:</b></p> <p>Empower students through this helping relationship, using skills like active listening.</p> <p>Support students to set and achieve their personal academic goals by being a reliable and consistent role model.</p>	<p><b>3-day GCSE spring residential</b></p> <p><b>During this residential you will support students to take part in the following:</b></p> <p>GCSE revision sessions in a range of subjects such as English, Maths, Science.</p> <p>Activities and social evening events such as Dragons Den and games night.</p>

## WHAT IS YOUR ROLE AND RESPONSIBILITIES?

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.

- **Manage a team of Group Leaders and Volunteer Coaches:** You will be responsible for ensuring **your team is efficient and works well together**. You will also be there to make sure your volunteer team **feels supported and pass on any concerns to Head Office**. To ensure that everyone has a role to play and **knows what they're doing for each activity**.
- **Oversee the running of all aspects of the course:** You will be responsible for **making sure the course runs smoothly**. You will be **managing your team of volunteers as well as making sure activities bookings are correct, timings are correct and communicated to your team and manage the course budget**.

- **Create a safe and welcome environment:** It will be your responsibility to **make sure your volunteers feel safe and supported** during their time on the course as well as **creating a safe and encouraging environment for the students. You set the tone for the course.**
- **Manage day-to-day relations:** You and your lead team will be the **main point of contact when it comes to speaking with the conference and event staff on site.** If there is a problem that needs Head offices assistance, **you will contact the relevant staff member in a timely fashion.**
- **Making decisions when it comes to challenging and unexpected events:** You will be responsible for **making decisions around high level student disciplinary and welfare issues.**
- **Coach 2-3 students:** This is **optional.** If you choose to, you will deliver monthly 1-2-1 sessions with up to 3 students.

## WHAT SKILLS WILL I LEARN?

Being a Course Director will challenge you to think on your feet, adapt and communicate plans in a dynamic environment and manage a large team of young volunteers.

You will receive **specialist training in coaching, mentoring and child safeguarding** and receive coaching support on the residential courses and throughout the year.

In addition to the skills and experience you will gain through the programme, **we run an opt-in full-year training programme to further improve your employability skills.** You will have the option of **becoming a certified Mental Health First Aider** as well as developing your coaching skills and your understanding of working with young people.

## PRACTICAL DETAILS

- **Voluntary:** we will cover course-related expenses and travel to and from residential (within the UK)
- **Accommodation:** on residentials, 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

## APPLY

Please complete our [application form](#) as soon as possible. Successful applicants will be invited to an interview. Places 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.



As a volunteer, I have gained a multitude of skills that have carried over into my student and professional life. I now work in widening access at a Scottish University because I fell in love with showing young people that they can achieve their dreams. It gave me the relevant experience and skills to secure a job I love before finishing my master's degree



**Niamh, Course Director**

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. 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](mailto:info@universifyeducation.com)