

# 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?



- **Direct a 1-week summer course in Oxford/Cambridge in August 2023**
- **Direct a 3-day spring residential in Oxford/Cambridge in March/April 2024**
- **Pre-course training – 8.5 hours, covering coaching and safeguarding training, with additional ad hoc training sessions throughout the year**
- **Option to provide hour-long monthly online coaching sessions with up to**

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 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.

## 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**
- **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 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 residentials (within the UK)
- **Accommodation:** you will be given accommodation on-site in the college
- **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. 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.

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)



*Each Universify course is unique, thanks to the diversity of students and volunteers alike. But they all provide students with the skills, knowledge, and experiences to carry them forward to success in whatever they decide to do after their GCSEs. It has been a privilege to witness two groups of students grow in confidence, asserting control over their learning and futures despite the pandemic's disruption to their lives and education.*

*My two years of volunteering with Universify have given me so much – from my experience as a Group Leader and Course Director I've found a real sense of purpose and self-belief, as well as my first job in the Widening Participation sector.*

**Elsie Linley, Course Director,  
2021-22; Group Leader, 2020-21**