

# Contractor Profile



## Lead and Change Tutor Group Administrator

<b>Department:</b>	Union Development
<b>Reports to:</b>	Union Development Project Coordinator (overseen by Union Development Director)
<b>Role outline:</b>	<p>These posts will support the delivery of NUS' flagship officer development programme, Lead and Change. Over a fortnight, we host 400 student leaders to develop their skills, enhance their knowledge, build their networks and give them space to reflect and plan – enabling them to make the most of their year in office at students' unions across the UK. Much of the content of Lead and Change is delivered through tutor groups – high-support high-challenge spaces for c.10 delegates that enable in-depth exploration of key themes relevant to the role of students' union elected officers. Tutor groups are facilitated by colleagues within the student movement. We're now looking for a team of organised and diligent administrators to provide logistical support for tutors to ensure the best possible delegate experience.</p>
<b>Number of roles available</b>	20
<b>Location</b>	Home based in the UK
<b>Contract</b>	23 hours – please note the hours are set
<b>Working pattern</b>	<p>10:00-12:00 and 14:00-15:30 on the following dates:</p> <ul style="list-style-type: none"><li>• Tuesday 28 July 2020</li><li>• Wednesday 29 July 2020</li><li>• Thursday 30 July 2020</li><li>• Tuesday 4 August 2020</li><li>• Wednesday 5 August 2020</li><li>• Thursday 6 August 2020</li></ul> <p>PLUS a one-hour training session w/c 20 July 2020 and attendance at de-brief sessions as required.</p> <p>These hours are <b>not</b> flexible, and you will need to be available for all sessions and commit to the full 23 hours of delivery.</p>
<b>Remuneration</b>	<p>£9.30 per hour.</p> <p>This is a contract for provision of service (not employment). Contractors will be responsible for income tax, national security, liabilities and any other contributions associated with their employment. For more information see <a href="#">here</a>.</p>
<b>Who should apply?</b>	<p>We're committed to equality of opportunity for all. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability. We particularly welcome applications from Black, Asian and Minority Ethnic candidates, as they are under-represented within NUS</p>

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currently. You can be yourself here whoever you are, be proud of the work you do and work in a place that knows different is good.

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### How to apply

Please apply [here](#) before 12:00 on 10 July 2020.

Please note, the closing date may be brought forward once sufficient numbers of applications have been received.

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Full terms will be as per written contracts upon appointment.

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Key responsibilities
1. Support tutors with the logistics of hosting online meetings using Zoom for c.10 delegates.
2. Monitor delegate engagement and communicate to tutors any issues that need attention.
3. Act with upmost discretion, respecting the privacy of delegates and the confidential nature of discussions.
Specific duties and activities
4. Support tutors with the logistics of hosting online meetings using Zoom for c.10 delegates including giving access to delegates, coordinating access to breakout spaces and learning materials as required and facilitating the chat feature.
5. Monitor delegate engagement and communicate to tutors any issues that need attention.
6. Problem solve and trouble shoot any specific issues delegates are facing accessing their tutor group.
7. Work alongside the group's tutor to ensure delegates have access to the documents and resources they need to fully participate in the event.
8. Act with upmost discretion, respecting the privacy of delegates and the confidential nature of discussions.
9. Engage with feedback and debrief processes to help NUS understand the impact and quality of tutor groups.
10. Undertake all necessary duties and activities to deliver the role's responsibilities, alerting Lead and Change tutors, or NUS staff, to any barriers encountered and contribute to the successful resolution of any issues.

Shared responsibilities
11. Carry out other duties and activities as may reasonably be required in order to support colleagues in achieving shared goals.
12. Adhere to NUS group policies and practices, and actively support and promote the NUS vision, mission and objectives.

Person specification		
Essential elements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed.		
Knowledge, skills and attributes	Essential	Desirable
Good administration skills and highly reliable	X	
IT literate	X	

Familiarity with Zoom functionality		X
Attention to detail	X	
Ability to work as part of a remote team, with minimal supervision	X	
Strong communication and inter-personal skills with confidence to raise issues as they arise	X	
Passion and interest in learning and development		X
Commitment to being an active part of an environment that promotes equality of opportunity whilst recognising and valuing diversity	X	