

Applying for a position

Thank you for your interest in Bucks Students' Union.

Filling in the form

- Take care to insert all your details – in particular e-mail and mobile phone numbers are very helpful to contact you if successful.
- You can print off the form and fill in using black or dark ink but we advise you type in the form and send it to us via e-mail in order to reduce paper usage.
- In the section with your further details we advise that you look through the person specification and let us know how you match each of those points.

Returning your form

You can make your application to the Union via e-mail, web site, post or in person. All applications go through a central point. Return your form to:

union@bucks.ac.uk

In the subject please let us know it is an application and for which role then in your message please state:

"This e-mail acts in lieu of a signature as a confirmation that I declare that the details in this application are correct to the best of my knowledge and, in particular, that I have not omitted any information, which may have bearing on my application. I agree that I have all the relevant support paperwork and will provide them on request should my application be successful"

By Post:

Job Applications
BSU High Wycombe
Queen Alexandra Road
High Wycombe
HP11 2JZ

Or follow the information on the web site at bucksstudent.com/ftjobshop.

Important dates

CLOSING DATE FOR APPLICATIONS: 29 February 2012

Buddies will be employed on an ongoing basis from date of interview – September 2012.

INTERVIEW DATES: Positions will be offered on the basis of application forms and an informal interview where you will be assessed as to your suitability for the job.

START DATE AND TIME IF SUCCESSFUL: From February 2012 onwards
Buddies will be allocated applicants to Bucks to Buddy as and when and on an ongoing basis through the application process and continue to Buddy those that become students at Bucks from September through to the beginning of the Spring Term

More info about Bucks

As a member of the staff team you will be expected to be an ambassador for the students' union. In brief Bucks Students' Union is about making life better for students at Bucks:

The Union's objects are the advancement of education of Students at Bucks New University for the public benefit by:

promoting the interests and welfare of Students at Bucks New University during their course of study and representing, supporting and advising students;

being the recognised representative channel between Students and Bucks New University and any other external bodies; and

providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

A brief overview of how we operate

The Students' Union is a charity with educational aims and objectives. It is governed by a board of trustees who look after senior strategic decisions plus the legal and financial matters arising from being a charity.

The key group to the strategic direction of the union are the elected student officers. This group comprises of 3 students who are elected to work full time (as a gap year or at the end of their degree) in ensuring the union is truly representative in what it does. As a membership driven organisation we are very close to and focused on, meeting the needs and aspirations of our members – the students of Bucks New University.

The union employs full time and part time staff who provide support and advice as well as ensuring operational responsibilities are carried out.

Bucks Students' Union is independent of the University, governed by a constitution approved by both the Student Body and the Board of Governors of the University.

Representation is considered the highest priority by the Union and one that makes all other services and operations facilitate. Internally, the executive committee makes the most of its unique position of representation on almost all University committees. Externally, the views of students at Bucks Students' Union are represented to the NUS and other bodies, both local and national, following research and consultation with our membership.

The union offers:

- entertainments
- free sports and activities
- societies
- co-ordination and support for course reps,
- training
- keeping reps up to date with university and education issues which they campaign on your behalf

- independent advice centre (the Advice Centre)
- awareness and issue campaigns
- freshers helpers scheme and the buddies mentoring scheme
- volunteering
- student newspaper

amongst many other things!

The Union operates a range of services across the two campuses of the University, employs 30 permanent staff and up to 60 student staff. It receives an annual block grant from the University to run sports, activities, advice and support plus funding a free entertainments package. The trading services breakeven to provide the best value service to the students, any surpluses get put straight back into enhancing the student experience.

The organisation has an annual turnover of around £2million.

Buddying Project 2012-13

Job description and person specification

Job Description

Job title:	Buddy
Location:	Varying
Grade/Salary:	£100 upon completion of Evaluation Document, Buddy Records and submission of Mobile phone and equipment
Hours:	As required, depending on applicants, from February 2012 until January 2013

Main Purpose of the job

This is a unique project funded by the University who are aiming to make the transition into Higher Education as easy as possible by preparing, supporting, reassuring and welcoming new students to Bucks from the moment that they apply, helping them integrate during the first few weeks and then on until the beginning of the January term. In addition, we hope to convert more students that apply to Bucks to those that become Bucks students.

Communication will be via email for which a Buddy account will be set up for you. On occasions when deemed necessary, communication may be by text message for which a Buddy Mobile Phone will be issued to you for Buddy use only.

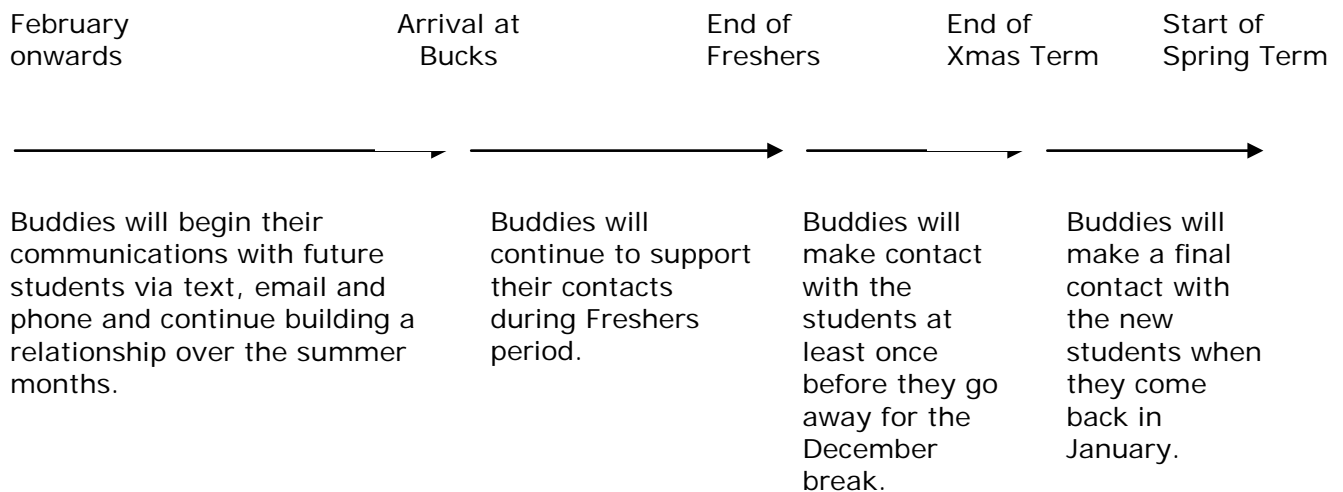
Responsible to

Project Coordinator

Main Duties and Responsibilities

To make student-to-student contact to those applying to study at Bucks. Each Buddy will be allocated a group of future students and will be required to form a relationship with them, depending on applicants, possibly from February 2012 and maintain this relationship until January 2013. You will be responsible to the Project Coordinator who will advise you of certain designated 'set' messages to send out throughout the period of the project. The exact details of all texts, calls and emails sent and received must be documented on the Buddy record sheets as well as details of any meetings that may occur. It is imperative that all communications are confidential; therefore the utmost discretion is essential at all times. Applicants will predominantly be Buddied by email which will be set up by the Project Coordinator, however there may be occasions where we will prefer to use texting, and in these instances, mobile phone equipment will be provided.

How would this happen?



Training

The training for this role will involve discussions at the interview, handouts and information sheets. You will also receive lots of help whenever you need it, and also essential training such as using email or mobile phone equipment (should you need it), prior to you commencing your role as a Buddy.

Evaluation

It is very important that we can evaluate the project effectively therefore you are required to complete an evaluation & reflection document, which you need to hand in on completion of the project. For example, it will include areas for you to record what contact was made, when, how and who with, what relationships were made, did any students stop contact and why and how many stayed with Bucks during the trial period. The information from the Buddy testimonies will be compiled by the Project Coordinator and submitted to Bucks. This will have a bearing on the project's success and funding in future years and therefore vital it is carried out promptly and within designated deadlines.

Payment

Your expenses will be covered to ensure that you will not be out of pocket during the project's duration. You will be given a mobile phone for the period of the project should the need arise to communicate by phone.

You will receive £100 in recognition of the contribution you have made to support new students at Bucks. Payment will be in two increments of £50. In November, on completion and submission of the Buddy **records** you will receive £50 paid directly into your bank account. In addition, you will receive the remaining £50 in January on completion and submission of the **evaluation, Buddy records** and return of any **mobile phone equipment**.

Application Process

You need to check you are available over the summer period to undertake this role. **If you intend to take a holiday over the summer period you might like to consider whether you are able to commit fully to this position. There may be possibilities round this, however please give details on your application form and discuss with the person that conducts your interview.**

Who are we looking for?

We are looking for International and EU students who have experienced studying and living away from home, are excellent communicators and well organised. These positions carry with them lots of responsibility, so you'll need to be self aware, able to work under your own steam and have bags of common sense. You'll be positive about your time at Bucks and be able to get that across to new students. You'll be naturally friendly and willing to talk to people you've never met before. You'll be sympathetic to the varying needs that the new students may have, in particular International and EU students, and will go the extra mile to give them all the support you can. You'll also recognise our need to see how things have gone, so you'll be conscientious about completing your workbooks and letting us know what's happening as the project progresses.

Confidentiality

You will also be conscious of the confidential nature this position demands and carry out the role with the greatest discretion and respect; showing consideration for the privacy of others at all times. You will be aware not to disclose the identity of the potential student, or current student, except during practical situations. For example, you may be asked to check with admissions whether they have received an application from an International and EU student. Clearly in this instance it would be necessary to divulge the name of the applicant.

It is imperative the mobile number or email of the contact you are Buddying is not disclosed to any party unless authorised by the project Coordinator.

Please note you will be able to undertake these duties in conjunction with paid employment or placement duties.

General

Due to the nature of the project; in that **all** students that *apply* to Bucks are allocated a Buddy, the commencement of your role as a Buddy, if successful, will be subject to a) when you are interviewed and b) how many current student applicants we have and in particular subject areas. During the period between February and September the status of the applicants are constantly evolving, therefore the contacts that you are allocated to Buddy will also change.

You must be aware if you are issued with a Buddy phone it is only to be used for the Buddying Project and NOT for personal use. We receive detailed itemised bills from Vodafone that are checked fully before authorised for payment. Abuse of the Buddy phone will result in disciplinary action and may involve the Police. Similarly, email accounts and messages are monitored regularly.

If you require any further information or have any queries relating to the Buddying role, please email katie.smith@bucks.ac.uk or visit bucksstudent.com/bucksbuddy.

Person Specification

E is essential, D is Desirable

Education Qualifications and Training

Studying for a FE or HE qualification E

Knowledge

General knowledge of student life at Bucks E

Awareness of University and Students' Union Departments to enable to refer applicants and students to as necessary D

Experience

Experience of being a student at Bucks E

Has engaged with the Students' Union in some way, for example, as Course Rep, member of Union Staff, member of Sports Team or Society, Volunteered, or as a customer of our Catering/Bar outlets D

Skills

Excellent Written Communication Skills E

Well organised E

Common Sense E

Ability to build a relationship with people you have not met E

Sympathetic to varying needs of prospective and new students E

Willing to go the extra mile to offer all the support you can E

Comfortable to arrange meetings or get togethers either in a one to one or within a group to encourage friendships and peer to peer support E

Conscientious about keeping the Buddy Records up to date and completing Evaluation report in a timely manner E

Self aware, self motivated E

Special Requirements

Empathy for students E

Ability to work in a democratic student environment and adopt the values of Bucks Students' Union E

Friendly, confident and outgoing E

Honest and of high integrity E