

### SPA Buddy Scheme Role Description

#### **Your Role:**

Your role is to offer pastoral support to a group of first year students and help them to feel more settled at the University of Exeter. You will need to make regular contact with them for at least the first term and offer them guidance about wider support services at the University where needed (e.g. SID, Wellbeing, relevant College and departmental staff).

You are **not** expected to act as a counsellor, personal tutor or help them with their academic work.

#### **Key Duties:**

- Meet face-to-face with mentees at least once a fortnight (note: some mentees might need more regular contact to help them settle).
- Contact the project co-ordinator (Alice Chalk) regularly and inform them of any arising issues.

#### **Personal Requirements:**

- Empathy and a willingness to listen.
- Knowing the boundaries of the role; what support you are expected to provide and when you should seek further support.
- Subject-specific knowledge of the Sociology/Philosophy/Anthropology department.
- Awareness of a diverse range of backgrounds.

<b>You are expected to...</b>	<b>You are <u>not</u> expected to...</b>
<ul style="list-style-type: none"><li>• Provide answers to any basic enquiries such as interpreting timetables, finding their way around campus, shopping and entertainment in Exeter etc.</li><li>• Answer any questions related to the course (it is worth remembering that your mentees are unlikely to have experienced University-level classes or workload before now).</li><li>• Encourage mentees to take an active interest in life at University, telling them about societies, module selection and social events.</li><li>• Respect the diversity of cultural backgrounds, preferences and expectations of all mentees.</li></ul>	<ul style="list-style-type: none"><li>• 'Teach' your mentees or help them with assignments or study. (But you can give tips on study skills and direct them to relevant services, e.g. study skills advisors).</li><li>• Pass on confidential information (such as the mentee's phone number etc.) or issues that were discussed with you confidentially unless you feel that it is not an issue you are capable of dealing with. In this instance, please refer to the project co-ordinator for advice.</li><li>• Provide counselling for your mentees. If you have any concerns regarding mental health and wellbeing please refer your mentee to the Wellbeing centre or contact your project co-ordinator for advice.</li></ul>

**To apply, please follow the link and fill out the form by 20<sup>th</sup> May:**

<http://goo.gl/forms/LA0vbdujrz>

**Interviews will take place between 26<sup>th</sup> and 29<sup>th</sup> May for shortlisted candidates.**

**Buddy training will take place week beginning 1<sup>st</sup> June 2015; there will be two sessions available and details will follow if you are successful.**

**If you have any queries please email [Alice Chalk](#).**