

JOB ROLE

Job Title	Purple Champion [Volunteer]
Hours of work	Flexible - support at key events and projects throughout the year
Reporting to	Projects Function as line manager - also to the activity lead / activity delivery lead
Responsible for	N/A
Purpose of the Post	To deliver UPSU outreach activity

ROLE SPECIFIC DUTIES

- **Positively promote the Union’s offerings**
 Actively promote the benefits of UPSU and select third parties in face-to-face delivery to students at key outreach events. These events will include but are not limited to the UPSU Welcome Programme, Elections and Stressless. Volunteers will be required to actively engross students in productive and engaging conversations that promote UPSU and advertises our work. Whilst in this role, volunteers will need to be both fun and informative, detailing what UPSU can offer it’s membership. This may include (but is not limited to) signposting to our Advice service, signposting to our democratic processes and informing students of upcoming opportunities to get involved with UPSU.
- **Support the delivery of outreach activity**
 This aspect of the role requires volunteers to act as the face of UPSU at promotional stands in the Union Building and across campus. It is important that volunteers aim to build rapport with students when engaging in conversations to enable a ripple effect of community feeling amongst the student body. Outreach activity is the core function of the volunteer role and will require volunteers to provide students with information, provide department contact details where appropriate and collect student feedback. Providing students with information is not limited to UPSU and University services and can include opportunities to get involved with the community and student-peer insight into student life. The aim of outreach is to have productive and engaging conversations with students, rather than ‘selling’ students an idea. Applicants should also be happy to carry out any off campus events as directed.
- **Distribute publicity material**
 To distribute UPSU and partner leaflets and promotional materials on campus, as required. There may be an element of digital promotional / publicity material to be signposted to. Volunteers will need to demonstrate a basic understanding of using simple technologies though all volunteers will be trained on how to use those required. This also may include promoting giveaways, competitions and vouchers.

GENERAL DUTIES

- At all times volunteers are required to work collaboratively with colleagues and casual staff across the Union.
- All volunteers are responsible for complying with all statutory legislation and any relevant UPSU policy and procedure.
- All volunteers are individually and collectively responsible for embodying and working to the Union’s values.
- To ensure that stakeholders’ expectations are exceeded whenever possible, volunteers will be required to support the gaining of and acting on feedback as part of day to day activity.
- All volunteers are reminded that any hours/shifts offered to them are not compulsory. Volunteers are able to reject an offer of work if they are unable to complete it.

SKILLS REQUIRED

Technical Skills	A competent user of basic IT (iPads / tablets etc.)
Communication Skills	Evidence of commitment to strong customer service standards and a willingness to engage and approach others
	Highly motivated, energetic and enthusiastic
	Excellent verbal and written communication skills, with the ability to relate and respond appropriately to a variety of people at all levels
	Demonstrate the ability to actively listen to others and respond accordingly
Organisation Skills & Work Ethic	Outstanding organisation skills, including excellent attention to detail
	Demonstrate the ability to work well within a team, being a team player, and independently, using their initiative
	A flexible and adaptable approach to work
	A commitment to working in a fast paced and changing environment
	Understand and committed to the UPSU values

I _____ (*print name*), by signing below, agree with the above Job Description

Signed: _____ **Date:** _____