

Role title: Freshers Week Chief Supervisor	Election or Recruitment Process: Application form and interviews held annually
Department: Commerical	Key staff link: Director of Commercial
<p>Role Description: Work with a team of others to support Freshers' Week Organisers and NUSU staff in the effective running of Freshers Week, this may include:</p> <ol style="list-style-type: none"> 1. Overseeing the operation of wristband issuing and/or activity sign up and coordinating volunteers undertaking these tasks 2. Cash handling and ensuring financial procedures are followed 3. Coordinating other teams to assist students to move into their accommodation at halls and be the contact for parents, University staff and FW organisers when on duty 4. Leading events and activities, ensuring Freshers are able to integrate fully and have access to the information and support they need 5. Be a point of contact, relaying messages and information from the University, the Students' Union and the organisers to crew members and Freshers, including being the main contact on the Information tent. 6. Coordinate transport duty to ensure Freshers are able to gain transport home, or to events, as provided by the FW drivers 7. Give guidance on being a student at Newcastle University and provide information to assist students in settling in and finding their way around campus and the city 8. Be an ambassador of Newcastle University Students' Union, promoting the work of the Union and feeding back any issues from students. Take an active role in providing student feedback to the Students' Union. 9. Be a point of contact and support for any Freshers who may need assistance in an emergency and take charge from crew members in such situations. Follow directions given at training on what to do and when to refer to organisers, staff or the emergency services. 10. Work with the organisers to ensure all crew adhere to the code of conduct and liaise with organisers to address any incidences of breaching this code 	
<p>Key skills gained:</p> <ol style="list-style-type: none"> 1. First Aid training and emergency procedures 2. Problem solving and dealing with difficult situations 3. Communication skills 4. Use of initiative 5. Planning and Organising 6. Financial procedures 	
<p>Person spec (if applicable):</p> <ol style="list-style-type: none"> 1. A good knowledge of Newcastle University, NUSU, the city and the support services available to students 2. Good knowledge of health and safety 3. Excellent communication and organisational skills 4. Able to use initiative in a variety of situations and be adaptable to a number of roles and tasks during the week 5. Chief Supervisors need to be trustworthy, reliable and punctual at all times 6. Able to follow instruction from organisers and staff members and give this instruction to crew 	

7. Friendly and approachable
8. Able to cope in difficult situations and use common sense
9. Able to relate to and meet the needs of the diverse student population including international students, students with disabilities and mature student.
10. Previous substantial experience of roles within NUSU, including ex- officers, FW supervisors and Society and Club committees
11. Knowledge of internal NUSU procedures. These may include financial and health and safety