

Role title: Freshers Week Driver	Election or Recruitment Process: Application form and interviews held annually
Department: Commercial	Key staff link: Director of Commercial
Role Description: <ol style="list-style-type: none"> 1. Provide transport, through driving the minibuses, for participants of Newcastle University Freshers Week and associated volunteers. This will be to events and activities and shifts will cover both daytime and evening events, with the appropriate rest breaks between shifts 2. Ensure you follow all safety guidance and regulations and are fully aware of the Guidance for Transport issued by NUSU 3. Follow all risk assessments and log your hours and movements with the Chief Drivers 4. Be a point of contact for Freshers and supervisors, relaying messages and information from the University, NUSU and the organisers to Freshers 5. Give guidance on being a student at Newcastle University and provide information to assist students in settling in and finding their way around campus 6. Be an ambassador of NUSU, promoting the work of the Union and feeding back any issues from students. Take an active role in providing student feedback to NUSU. 7. Be a point of contact and support for any Freshers who may need assistance in an emergency. Follow directions given at training on what to do in such situations and when to refer to supervisors, staff or the emergency services 	
Key skills gained: <ol style="list-style-type: none"> 1. Driving skills and maintenance of your vehicle 2. Problem solving and dealing with difficult situations 3. Communication skills 4. Planning and Organising 	
Person spec (if applicable): <ol style="list-style-type: none"> 1. To meet the driver requirements of having a full UK driving licence for more than 2 years, and you must be over 21 years of age 2. Knowledge of health and safety procedures 3. Friendly and approachable 4. Able to cope in difficult situations and use common sense 5. Able to relate to and meet the needs of the diverse student population including international students, students with disabilities and mature student. 	