

<b>Role title:</b> Freshers Week Supervisor	<b>Election or Recruitment Process:</b> Application form and interviews held annually
<b>Department:</b> Commercial	<b>Key staff link:</b> Director of Commercial
<p><b>Role Description:</b></p> <ol style="list-style-type: none"> <li>1. Lead and motivate a team of up to 15 volunteers to welcome first year students to Newcastle University</li> <li>2. Coordinate your team to assist students to move into their accommodation at halls and be the contact for parents, University staff and FW organisers when on duty</li> <li>3. Lead events and activities, ensuring Freshers are able to integrate fully and have access to the information and support they need</li> <li>4. Ensure all Freshers are offered support in finding their way around the city and the University campus</li> <li>5. Be a point of contact, relaying messages and information from the University, the Students' Union and the organisers to crew members and Freshers</li> <li>6. Be responsible for ensuring your crew are aware of all health and safety guidance and instruction. Ensure your crew fully understand and follow risk assessments for all events and activities in FW.</li> <li>7. Coordinate transport duty to ensure Freshers are able to gain transport home, or to events, as provided by the FW drivers</li> <li>8. 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</li> <li>9. 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.</li> <li>10. Assist and lead your team to carry out tasks for setting up Freshers Week events. This includes bag packing, helping with activity sign up, litter duty, wristband issue and various tasks for decorating the Union building for evening events</li> <li>11. 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.</li> <li>12. 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</li> </ol>	
<p><b>Key skills gained:</b></p> <ol style="list-style-type: none"> <li>1. Leading and motivating a team</li> <li>2. First Aid training and emergency procedures</li> <li>3. Problem solving and dealing with difficult situations</li> <li>4. Communication skills</li> <li>5. Use of initiative</li> </ol>	
<p><b>Person spec (if applicable):</b></p> <ol style="list-style-type: none"> <li>1. The ability to lead and motivate a team of volunteers</li> <li>2. A good knowledge of Newcastle University, NUSU, the city and the support services available to students</li> <li>3. Basic knowledge of health and safety</li> <li>4. Excellent communication skills</li> <li>5. Able to use initiative in a variety of situations</li> </ol>	

6. Supervisors need to be trustworthy, reliable and punctual at all times
7. Able to follow instruction from organisers and staff members and give this instruction to crew
8. Friendly and approachable
9. Able to cope in difficult situations and use common sense
10. Able to relate to and meet the needs of the diverse student population including international students, students with disabilities and mature student.
11. It is desirable for supervisors to have previous experience of being on Freshers Week crew