**VOLUNTARY ROLE DESCRIPTION**

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| Role title: | Target Schools Shadowing Days Leader |
| Location: | The role will volunteer primarily across the City of Oxford and Oxford SU’s main office (currently Worcester Street, Oxford) |
| Expected hours: | 6-8 hours per week, flexible |
| Department: | Student Engagement |
| Reporting to: | Target Schools Vice President Programs |
| Volunteers reporting to this role: |  |

**Role Purpose**

To lead the Shadowing Days Program of Target Schools to meet its objectives of; inspiring and supporting able prospective students who might be put off by the damaging myths and stereotypes about Oxbridge, and encourage student participation in access and outreach initiatives.

The post holder will have the opportunity to work across all Students’ Union departments, and with the Senior Leadership Team.

**Expectations**

* Ensure the planning, coordination, and successful running of Shadowing Days.
* Recruit undergraduate volunteers to participate in Shadowing Days.
* Work with the Schools Liaison Officer to reach Sixth Formers at Targeted Schools.
* Liaise with College Access Staff to provide lunches for Shadowing Days.
* Collect and review feedback from sixth formers and undergraduate volunteers.
* Work with the Vice President Programs to develop, refine, and expand Shadowing Days.
* Ensure all information requested by the Oxford SU’s Student Engagement Team is provided to them in accordance with Oxford SU’s Safeguarding Policies.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Currently a matriculated student at the University of Oxford. |  |
| **Experience** |  | * Experience leading a team. * Experience of project planning and management. * Working in successful partnerships with a range of stakeholders. |
| **Skills,**  **Knowledge & Expertise** | * Excellent oral and written communication/presentation skills. * Excellent organisation skills. | * Good use of Microsoft Office, especially Excel spreadsheets. |
| **Values & Behaviours** | * A demonstrable commitment to our organisation’s values. * Strong commitment to, and understanding of the principles of equality, diversity and inclusion. * Commitment to carrying out Target Schools’ Mission Statement. |  |

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| **Date Completed:** | 12/10/2020 |