**VOLUNTARY ROLE DESCRIPTION**

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| Role title: | Target Schools Vice President Projects |
| 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 President |
| Volunteers reporting to this role: | Alternative Prospectus Project Leader, Roadshow Project Leader |

**Role Purpose**

To lead the Projects 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 success of Target Schools Projects.
* Directly manage the Alternative Prospectus Project Leader and Roadshow Project Leader meeting them regularly to coordinate their work.
* Coordinate with Vice President Communications on marketing strategy.
* Coordinate with Student Engagement Team to ensure risk assessments, safeguarding procedures, and operations are carried out properly.
* Assist the Target Schools President to develop new projects to continue to grow Target Schools.

**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. * Assertiveness, with consideration and awareness of your team’s constraints. |  |
| **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 |