

# Role description -Buddy Scheme Mentor

**Role Title: Buddy Scheme Mentor**

**Supported by: Widening Participation Coordinator**

## About KCLSU Buddy Scheme

The Buddy Scheme exists to help incoming first year students who have are care experienced\*, estranged\*\* and/or have previously attended a King's College London Widening Participation programme (such as K+, Sutton Trust and Realising Opportunities), with their transition to university life. Buddy Scheme Mentors help these students settle in by answering questions and signposting to services that may be useful. They create a supportive environment for their Buddy Mentee to ask questions and source the help they need. In built into the scheme are virtual social events for all Buddies to attend.

## Summary of role

Your role as a Buddy Mentor will be to meet with your Buddy Mentee at least once a fortnight for a minimum of an hour at a time to build rapport, ensure they are settling into university and answer any questions they have. Initially it is encouraged for you and your Buddy Mentee to meet via attending the scheme's virtual social events ran by the Widening Participation Coordinator. You will be responsible for setting up your meetings with the student and reminding them to attend. You should also introduce them to KCLSU activities and signpost them to the relevant services they require. Regular virtual socials and workshops will be ran by the KCLSU Widening Participation Coordinator which you can attend with your Buddy Mentee. It is very much encouraged for you to facilitate virtual or socially distanced (depending on future guidelines) meet ups with your Buddy Mentee outside of these socials as well. You will also have the opportunity to shape the scheme by designing and hosting events or workshops for all Buddies to attend.

You will be required to complete a mid-term review to assess how rapport is developing and your experience of the scheme so far. You will also be required to complete an end of programme survey so we can consider your thoughts on improvements for future cohorts. Both Buddy Mentees and Buddy Mentors will additionally be invited to attend an end of programme focus group to generate new ideas for future developments and improvements for the scheme. This role will require a minimum commitment of 1 hour per fortnight from October 2020 through to April 2021.

## Main Tasks

As a Buddy Mentor, your responsibilities will include:

- Attend a Scheme Expectations and Safeguarding training session.
- Attend a Look After Your Mate training session.
- To arrange consistent meetings (1 hour a fortnight) from October 2020 to April 2021. These meetings can be attending an in scheme virtual social together but you should arrange meetings outside of these also.
- To provide regular updates to the Widening Participation Coordinator.
- Develop a supportive rapport with your Buddy Mentee.
- Signpost to relevant services both in Kings and at KCLSU.

- Encourage your buddy to attend wider events hosted by KCLSU.
- Raise awareness of the Buddy Scheme to others.
- Complete all review and feedback documents and encourage your Buddy Mentee to do the same.

## What KCLSU will provide you with

- In depth training covering mentoring on a Widening Participation scheme and safeguarding.
- Accredited and nationally recognised Student Minds 'Look After Your Mate' training.
- Professional development opportunities to design and organise event for all on the scheme individually and/or in partnership with student societies.
- Formal recognition of your volunteering hours on the [volunteering platform](#) and with a volunteering certificate.
- LinkedIn endorsements for skills such as active listening, mentoring and communication.
- A celebration event at the end of the scheme.
- 1-1 support throughout your time as Buddy Mentor with the Widening Participation Coordinator.
- Opportunities to promote the scheme on social media and on the KCLSU and King's College London's websites.

Applications to be a Buddy Mentor open on the 31<sup>st</sup> of August 2020. If you have any questions about this post please get in touch with [outreach@kclsu.org](mailto:outreach@kclsu.org)

\* The term care-experienced refers to anyone who, at any stage in their life, for any length of time (no matter for how short a time period) has been in care, is currently in care or is from a looked-after background, including adopted children who were previously looked-after. This may include living with foster carers under local authority care or in a residential children's home. This does not refer to time spent in boarding schools, working in a care or healthcare setting, or if you are or have been a carer yourself.

\*\* Being estranged means you do not have the support of a family network.