

## **Committee secretary - role specification**

### **About Team Up**

Team Up uses tuition, delivered by inspirational university students, to enable pupils from low income backgrounds to meaningfully increase their academic attainment, in order to improve the choices open to them. Team Up tutors work with small groups of disadvantaged school pupils, tutoring either English or Maths, allowing them to gain teaching and leadership experience, develop transferable skills and have a direct positive impact on a young person's prospects.

### **About the role**

We're looking for an organised, proactive and enthusiastic individual who believes in Team Up's mission of promoting social mobility, and able to effectively handle administration for the Team Up committee. Within this team, you will take minutes of committee meetings, and will also support Team Up's social media channels.

Thereafter, you will be offered a fast tracked senior tutoring placement beginning in the Autumn at one of our partner schools, and the chance to work with your Team Up Programme Manager on engaging the pupils (where possible) and tutors at your school.

### **The Advanced Student Leadership Award**

As a committee secretary, you will be enrolled upon the Advanced Student Leadership Award (ASLA). This qualification is awarded on completion of a recognised number hours of volunteering with Team Up over the course of the year - a silver award will be awarded for 70 hours, and a gold award for 90 hours. Some of these hours are role-specific, and they are an essential part of performing in your role - others are supplementary, meaning you have the option to complete them in order to reach your hours. A wide range of options are available, allowing excellent opportunities for demonstrable work experience.

### **Senior Tutor**

New for this year, the senior tutor role is perfect for someone with previous experience with Team Up, and can be combined with a committee position. In this role, you would be tutoring for at least one 10 week programme, where you'd be fast-tracked to a school that works for your schedule. You'll also be working closely with your Programme Manager to organise small scale socials for tutors at your school to build a sense of community. There may also be instances where an opportunity is available to arrange an event to engage the pupils at your school, ranging from visiting speakers, to university visits, to museum trips! You'll be able to register interest in this role following your election to a committee role.

### **Role specific activities (essential to the role)**

- 1) Operating Team Up's central social media channels during an event at least once over the course of your year
- 2) Monitoring and updating the social media pages for your university's Team Up society
- 3) Participating in a recruitment campaign between Summer and Autumn 2016, through supporting freshers fairs, online promotion and other forms of marketing (at least 20 compulsory hours)
- 4) Minuting committee meetings, and distributing these promptly to other members of the committee
- 5) Supporting the delivery of Team Up's main London-wide tutor training sessions

### **Supplementary activities (useful to the role)**

- 1) Serving as a Senior Tutor at one of our schools, leading on tutor and pupil engagement activities (**recommended**)
- 2) Delivering or participating in fundraising events (eg. bag packing or sponsored running)
- 3) Supporting the delivery of Team Up's leadership seminars
- 4) Assisting in Team Up's main office

### **Key attributes**

#### Essential

Exceptional written/oral communication

Meticulous attention to detail

Enthusiasm for Team Up's mission

Previous involvement in Team Up

#### Desirable

Previous experience tutoring and/or mentoring

**All secretaries will receive a comprehensive package of training, to best support them in their role, and to further their own personal and professional development. This role specification is designed to serve as indicative of the role, but the exact role may be affected by changes to the programme - finalised role specs will be shared at the first summer training session for committees. For more information, or if you have any further enquiries on the role, email [info@teamup.org.uk](mailto:info@teamup.org.uk).**

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