

Committee treasurer - 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 a diligent, organised and financially literate individual who believes in Team Up's mission of promoting social mobility, able to learn administrative/financial process and apply them with meticulous attention to detail. You will use these skills and competencies to accurately process travel expense claims from Team Up volunteers, working at Team Up's head office to do so.

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 treasurer, 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) Processing travel expense claims from Team Up volunteers at least once over the course of your year
- 2) 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)
- 3) Supporting the delivery of Team Up's main London-wide tutor training sessions
- 4) (If committee is affiliated to an SU) Ensuring that financial activities and processes are fully compliant with SU policies

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 with other tasks (not related to expenses)

Key attributes

Essential

Proven experience of managing money effectively OR carrying out administrative processes accurately

Enthusiasm for Team Up's mission

Meticulous attention to detail

Previous involvement in Team Up

Desirable

Previous experience tutoring and/or mentoring

All treasurers 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.

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