

Cartmel College | Fresher rep 2017- Role Description | 2017

Overview of role:

Cartmel College and the wider University community want incoming students' and their parents' experience to be as positive as it possibly can. Specifically, on Arrivals Weekend new students and their accompanying family members should find a warm welcome in the college, be greeted by enthusiastic and helpful members, and Freshers particularly should feel that the whole Cartmel environment, as their new home, is upbeat, positive and inclusive- essentially a place that provides excitement and comfort at the prospect of it being their home for the coming year. The role of Fresher rep is integral in ensuring all these factors are realised and most importantly that they have the best possible start to their university life.

Expectations:

- Being a Fresher Rep is not restricted to Welcome Week only; all trained Fresher Reps will need to be available during the remainder for the academic year to aid the success of the college, for example for Freshers-related work, particularly large-scale events whether it be promoting them, helping to organise them, or managing delegated aspects of them. Additionally, this extends to ensuring the welfare of freshers and making sure their University life continues to remain positive and productive even after welcome week.
- Fresher Reps will be responsible for offering GUIDANCE AND HELP to the kitchen blocks or other groups allocated to them. When with their group, Fresher Reps must remain capable of SUPERVISING the group and responding to issues, emergencies or requests of the JCR, their group or any member of it may make.
- During Arrivals Weekend, Fresher Reps will work according to the SCR's list of requirements, in order to ensure that Freshers and their parents receive a warm, friendly welcome to Cartmel College.
- During Welcome Week, Fresher Reps will act strictly according to the roles they have been given, and within the spirit of SCR & JCR expectations and agreements. The JCR will provide effective management of all events involving Fresher Reps.
- Fresher Reps will remain responsible for SUPERVISING AND SUPPORTING their group at all organised events, whether on- or off-campus.

Competencies

<u>Essential</u>	<u>Desirable</u>
Warm and welcoming.	'Look after your mate' training. Further details included in document. Will aid your application if this has been completed.
Responsible- ability to think on your feet and react calmly and in a rational way to difficult and unfamiliar situations.	Past experience with looking after people and ensuring their wellbeing.
College pride and positive outlook and approach to all tasks.	Good communication skills in order to connect with a variety of people and make such people feel comfortable.

Next steps:

1. Submit application form (ensuring anonymity by Cello-taping the designated area to cover your name). We want to ensure application forms are reviewed on an anonymous basis to eradicate any chance of bias. Either submit at the box in the Porter's lodge or via email to cartmelcollegefreshers2017@outlook.com (we will ensure to create anonymity by sealing your name before the application is reviewed) .
Deadline Sunday 5th March (end of Week 17).
2. Applications will be reviewed and successful applicants invited to interview with members of both the SCR and JCR. These will take place during **week 19**. Interviews to include a randomly generated selection of motivations for applying, competency based and technical (regarding the college) questions.
3. Following interviews, successful Fresher Reps will be announced at the latest Week 21 (First week of 3rd term).
4. **Fresher rep training to take place in third term.**

Any further questions?

Don't hesitate to email cartmelcollegefreshers2017@outlook.com if you have any questions, or reach out to YOUR Fresher reps as they'll be able to give the best insight into the role.

NB:

"Look after your mate": Copy and paste link:

<https://docs.google.com/forms/d/e/1FAIpQLScwMdKUF4PkZlqjhCmrw6HR0fu67Vfr2gSesAP0PvAU3TXY0g/viewform>

Follow the link to sign up for a session. Please indicate in your application form if you plan to complete this training or have already completed the training.