Residential School Lead Representative

Overview of role:
Manages and takes responsibility for the work of a small team of OU Student Association volunteers, over a weekend at a summer Residential School at the University of Bath. You will help to organise a range of activities for students, oversee the sale of merchandise, provide representation and support for attending students and promote the Students Association.

Essential for role:
You must be a current OU student who is a member of the Students Association, as per the constitution.

You must have knowledge of OU Residential Schools, and it is desirable if you have volunteered with the OU Students Association previously.

Supported by:
Vice President Community, the Student Community Team and the Student Volunteering Team.

Contact details can be found in your volunteer handbook.

Main responsibilities:
- To take responsibility for the OU Students Associations presence at the Residential School
- To liaise with the OU Students Association, the OU and the host institution as necessary
- To help train, supervise and evaluate Residential School Reps
- To liaise with other Residential School Lead Reps and ensure effective handovers
- To meet and greet students on their day of arrival and to support them as necessary
- To direct students to the OU support that is available during their campus stay
- To organise events, including fund-raising events, such as quizzes and competitions
- To sell branded merchandise to raise funds for the Association’s charity, OUSET (Open University Student Education Trust)
- To maintain stock and financial records and to promptly submit them to the Association office as required
- To oversee the receipt, safe-keeping and return of merchandise, administrative resources and display materials
- To promote the activities of the Students Association and the opportunities to be active within the Association

**Skills required:**

- Good communication skills
- Passion for the OU Students Association mission statement and objectives
- Familiarity with the Students Association website, forums and social media
- A willingness to learn
- Understanding of confidentiality
- Ability to work independently and as part of a team
- Good leadership with ability to make decisions

**Desired skills:**

- Experience in maintaining records
- Experience of handling merchandise and engaging with customers, although training will be available

**What the OU Students Association expect from you in this role:**

- To attend at least one weekend of a summer Residential School (dates are below)
- To undergo relevant training including merchandising and familiarisation with the Students Association and what it can offer OU students (dates of training can be found below)
- To provide the Association office with accurate information regarding your accommodation requirements and any specific or additional needs
- To positively represent the Students Association and the OU
- To help train and support Residential School Reps
- To be flexible within the role while on the campus
- To ensure smooth handovers between yourself and fellow Reps
- To liaise with university staff, Association staff and others to ensure that any social events do not breach any protocols or prior agreements
- To feedback to the Students Association and/or the OU any issues affecting the running of the Association presence at the Residential School
- To participate in an evaluation of the Students Association’s presence at the Residential School
To participate in an evaluation of the performance of Residential School Representatives
To ensure that you act in a way which reflects our commitment to Equality and Diversity (our expectations of volunteers can be found in your handbook)

What you can expect from the OU Students Association:

- Support from the Vice President Community and the Association staff team in Milton Keynes before, during and after the Residential School period, including access to a monthly volunteer newsletter
- A volunteer handbook outlining all policies and support you can access
- An induction and full training appropriate to your role
- Reasonable paid expenses
- To develop transferable skills and confidence in: leadership, organisation, delivering training, negotiating, event management, budget and record keeping

Dates for volunteering with the OU Students Association at the Residential School in Bath:

- Saturday 1st July – Sunday 2nd July
- Saturday 8th July – Sunday 9th July
- Saturday 15th July – Sunday 16th July
- Saturday 22nd July – Sunday 23rd July
- Saturday 29th July – Sunday 30th July
- Saturday 5th August – Sunday 6th August
- Saturday 12th August – Sunday 13th August

Dates for Training:

Saturday 20th May 2017 at the Open University Campus in Milton Keynes

Wednesday 14th June 2017 on OU Live – online only, time tbc

Application Process:

If you have applied for a Residential School Representative role before, you will only need to fill in the online application form, expressing why you would like to be a Residential School Representative and how you meet the criteria listed above, which can be found here: [http://www.open.ac.uk/ousa/get-involved/volunteer](http://www.open.ac.uk/ousa/get-involved/volunteer)
For new applicants, 2 references are also required. Approval is by Vice President Community, and an appointments panel will select the candidate whose references and application best evidence the criteria listed above.

Please refer to your Volunteer handbook for more information on volunteering with the OU Students Association. Alternatively, you can contact the Student Community Team on student-community@open.ac.uk and mention residential school lead rep in the subject line.