Residential School Representative

Overview of role:
Participates in a small team of volunteers who provide an OU Students Association presence at the OU summer residential school at the University of Bath. You will be involved in running events, selling merchandise, speaking with attending OU students and promoting opportunities to become involved in the Association.

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

Supported by:
Vice President Community, an appointed volunteer residential school lead representative, the Student Community Team and the Student Volunteering Team.

Contact details can be found in your volunteer handbook.

Main responsibilities:
- 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 help run 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 Educational Trust)
- To maintain stock and financial records and to promptly submit them to the Residential School Lead Rep and/or Association office as required
- To keep safe merchandise, administrative resources and display materials
- To promote the activities of the Students Association and the opportunities to be active within the Association
- To liaise with the Residential School Lead Rep, fellow Reps, the Association office and OU staff as necessary

Skills required:
- Good communication skills
- Passion for the OU Students Association mission statement and objectives
- A willingness to learn
- Understanding of confidentiality
- Ability to work independently and as part of a team

**Desired skills:**

- Familiarity with the Students Association website, forums and social media
- 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 listed 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 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 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, your Residential School Lead Representative 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 polices and support you can access
- An induction and full training appropriate to your role
- Reasonable paid expenses
To develop transferable skills and confidence in: event management, merchandising and record-keeping

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

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

**Dates for Training:**

Saturday 20\(^{th}\) May 2017 at the Open University Campus in Milton Keynes

Wednesday 14\(^{th}\) 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 rep in the subject line.