**Associate Trainer Role Description**

**Title**: Associate Trainer

**Responsible to**: GUSRC Permanent Secretary

**Hours of Work**

Various – delivery of 4-6 training sessions per semester (according to demand) throughout the 2018-19 academic year. Maximum of two sessions per day.

**Attendance at training and development events.** It is essential that you are available for the sparqs 3-day training event in Dundee from 29th to 31st August 2018, and have good availability through October/November 2018 (when most of the training sessions occur). If you are not available during this time, we are unable to consider your application.

**Place of Work**: University of Glasgow

**Remuneration**

£22 per training session (2 hours, plus estimated 30 minutes total preparation/clear-up).

£8.80 per hour for attending meetings (usually 2 meetings per year).

For attending initial training in August 2018, £80 per day plus return travel expenses from Glasgow to the training venue.

1. **Purpose of Job**

To support class representatives, primarily through the delivery of training as part of the associate trainer team.

1. **Main Duties and Responsibilities** 
   1. To attend training and development events to enable the development of the required skills and knowledge to train class representatives.
   2. To prepare for, administrate and deliver training to class representatives.
   3. To be committed through practice development to continue to improve the training and its delivery.
   4. To take part in other development opportunities as appropriate.
2. **Job Activities** 
   1. Attend induction and training events as required.
   2. Delivery of training to groups of University of Glasgow students.
   3. Carry out administrative duties related to training provision, for example ensuring attendance sheets are completed and a copy left with the SRC after each training session and ensuring evaluation sheets are completed.
   4. Check supplies of training materials and resources at the start and end of each session and liaise with GUSRC staff as appropriate.
   5. Ensure that the training venue is appropriately set up and is cleared and tidied at the end of the training session.
3. **Additional**

Associate Trainers may be required to perform other duties in order to contribute to the overall work of GUSRC/sparqs.

**Person Specification**

This role would suit a student wishing to develop their core skills in presentation, training, group work and facilitation, and will provide the successful candidate with an opportunity to learn more about student engagement in higher education in Scotland.

**Essential**

* Previous experience of undertaking the role of class representative
* Studying at the University of Glasgow during the 2018-19 academic year
* An excellent communicator
* Concise, clear and confident when speaking in public
* Enthusiastic in approach to delivery of training
* Enthusiastic in approach to student engagement and class representation
* Ability to juggle competing priorities according to deadlines
* Computer literate and regular access to email/internet
* Commitment to undertaking required training and development opportunities
* Commitment to the ethos of self-reflection and personal development

**Desirable**

* Previous experience of presentation, training, group work or facilitation
* Knowledge of the Students’ Representative Council and how it works
* Knowledge of the structures of University of Glasgow
* Awareness of the University sector and mechanisms for quality enhancement