

STUDENT PROGRAMME ORGANISERS (SPPOS)

Student Programme Organisers (SPPOs) are the main point of contact for Peer Mentors and Mentees enrolled on their Peer Support programme. SPPOs can receive payment for their role (*subject to conditions, see **Benefits***).

Our expectations

SPPOs must:

- ✓ Recruit suitable Mentors
- ✓ Assign Mentors to a Mentee or Mentee group
- ✓ Encourage Mentors to complete the [Peer Mentor Workflow](#)
- ✓ Monitor and assist Mentors to create suitable activities and resources for the peer programme
- ✓ Ensure Mentors maintain records of Mentee attendance at peer sessions
- ✓ Regularly communicate and check in with Mentors and Mentees
- ✓ Organise and chair feedback sessions for Mentors and Mentees
- ✓ Organise termly socials for Mentors and Mentees on their programme
- ✓ Attend **termly PPO network meetings** and scheduled 1-1s with the central Peer Support team
- ✓ Provide attendance/engagement records of Mentors and Mentees
- ✓ Conduct evaluations and **provide Peer Programme evaluation results**
- ✓ **Provide a six monthly or programme mid-point overall report on activities** and progress towards goals
- ✓ Create handover documents at the end of the scheme to help in-coming SPPOs

To have your SPPO role acknowledged on your HEAR record, you must also complete the steps outlined in the [Student Programme Organiser Workflow](#), some of which **are included above**.

Benefits

- ✓ Create a learning community within your discipline / Faculty
- ✓ Count the role towards the Exeter Leaders Award as your leadership activity
- ✓ HEAR recognition upon completion of all tasks in the [SPPO workflow](#)
- ✓ Training and development opportunities such as attending Peer Network events
- ✓ Develop key transferable skills such as programme management, communication and leadership
- ✓ Up to 20 hours resource and programme preparation time can be claimed through e-claims *
- ✓ The Peer Support team can provide you with a reference

*Please note it is your responsibility to submit these claims

Want to become an SPPO? [Contact the Peer Support team](#) to get started.

