

Student peer programme organiser

Peer programmes are intended to support students across a range of areas. This might include transition into university, assistance with topic/subject aspects, guidance on academic skills, and support from a social and welfare perspective. Peer Programmes have different structures including Peer Mentoring and Peer Learning. Further information is available on the peer support web-pages at: <https://www.exeter.ac.uk/studyzone/peersupport/peersupportprogrammes/>. The success of these programmes rely on enthusiastic and engaged Programme Organisers. Some of the programmes are organised and run by students who provide their time, skills and experience for the benefit of other students.

Peer Programme Organisers take on the responsibility of leading a programme supported by the central team. It is the responsibility of a Peer Programme Organiser to:

* Liaise with the central team and discipline staff to agree the goals of the programme and interrelationship with discipline or college
* Attend termly Peer Programme Organiser network meetings
* Sign up for and undertake the Programme Organiser workflow through Career Zone
* Develop marketing and publicity for the programme to promote to students and staff and monitor effective publicity avenues
* Recruit suitable mentors
* Ensure mentors sign up for and undertake the peer mentor workflow through Career Zone
* Coordinate with the Central Peer Support Team to organise and chair debrief sessions with mentors
* Assign mentors to a mentee or mentee group
* Organise the scheduling of peer sessions for target student cohort group with identified peer mentor
* Observe peer sessions on a regular basis (using standard observation/feedback forms)
* Monitor mentors’ attendance at peer sessions
* Ensure mentors maintain records of mentee attendance at peer sessions
* Work with discipline staff, personal and academic tutors to monitor each participants’ academic progress/student experience.
* Discuss possible peer programme avenues that could assist with each student’s University experience and success with appropriate staff/stakeholders.
* Monitor and assist mentors to create suitable activities and resources for the peer programme
* Liaise with the central team to monitor evaluation of the peer programme by all stakeholders
* Publicise and support the academic policies and standards of the University of Exeter
* Attend ALL required training activities and meetings

**Boundaries of this role:**

* Peer Programme Organisers should support the mentors to understand the aims of peer programmes and thus why they should avoid ‘teaching’ or giving specific advice on assignments. Similarly, Organisers should not give specific advice on mentors’ work or assignments.
* Programme Organisers should not pass on confidential personal information, including personal details such as phone numbers.
* Peer Programme Organisers should avoid becoming too involved – keeping clear boundaries so that both the Programme Organiser and their mentors feel physically and psychologically safe.
* Programme Organisers should not act as counsellor themselves, instead they should direct their mentors towards their own personal tutor, or to the University Wellbeing Services where appropriate. If a mentor brings a situation to their attention that they do not feel fully confident to deal with they should suggest that the mentor directs the student/mentee to an appropriate university service eg. Accessibility, Wellbeing, etc.

**Supervisory support**

Student Peer Programme Organisers should raise all queries and concerns with the Peer Programme Manager or the Central Peer Support team via email: peersupport@exeter.ac.uk.

**Required Outputs (Workflow stages)**

Peer Programme Organisers are required to produce evidence of their activities and engagement with the role, including:

1. Completion of SPPO workflow
2. Minutes of meetings with peer mentors (at least 2 group meetings per term)
3. Attendance/engagement records of mentors and mentees/students
4. Peer programme evaluation results
5. A six monthly or programme mid-point overall report on activities and progress towards goals (as agreed with the Central Peer Support Team)

**Line Management**

Central Peer Programmes Support manager

**Benefits include:**

* The experience can be used towards the Exeter Leaders Award and the ILM
* HEAR recognition (dependent on criteria, eg completion of the workflow)
* Training and development opportunities