

Durham Students' Union

Job Description, Person Specification & Competencies

Role	Student Workshop Developer
Responsible to	Policy Coordinator (Welfare)/Adviser
Responsible for	n/a
Contract Amount:	£300
Hours:	We anticipate the project development to take 20 hours with delivery occurring 6 times over the course of the academic year
Contract:	2017/2018 Academic Year

Main duties & responsibilities

Scope

- Create and deliver on a project plan for effective, legally correct, housing contract review services to Durham University students
- The project plan should include:
 - the mechanism(s) by which you will deliver housing contract review services on a large scale (last year, the Advice Centre reviewed over 300 contracts),
 - how you will recruit, train and manage volunteers,
 - the tools necessary for effective delivery of service,
 - the timeframes for delivery of the service
- To recruit, train and manage a team of volunteers to deliver housing contract review
- To develop materials to use in the delivery of the service
- To organise physical space to deliver housing contract review
- To develop advertising/promotion of housing contract review services

Person Specification

We are looking for individuals who have a passion for legal advocacy and a desire to develop and deliver this important service to students. You will be someone who can recruit and effectively manage student volunteers, ensuring their commitment to the project.

How to apply

If you are interested, please submit a cover letter and CV to Christine Stretesky (christine.stretesky@durham.ac.uk) no later than 17:00 on 15 December 2017