

Global Citizenship Programme Navigator job description

Title: Navigator, *(Un)Urban: Designing for the green city*, UCL Global Citizenship Programme

Location: Any teaching space as allocated by UCL; Hackney Wick

Context: The UCL Global Citizenship Programme is a 2-week programme run for undergraduate and postgraduate taught students during the last 2 weeks of the academic year. There are 6 strands available to first and second year undergraduates based around UCL's research Grand Challenges enabling students to tackle the same key global questions as UCL's world-leading researchers. The Programme is primarily run at UCL, but there are opportunities for students to work off campus in preparing their outputs. All students who complete the Programme have the achievement recorded on their HEAR.¹

Further details can be found at <http://www.ucl.ac.uk/global-citizenship/programme>

Reports to: Strand Project Manager

Salary scale: Grade 5, point 20 (£14.35 per hour)

Main purpose of the job: As a Navigator, you will be responsible for guiding a group of students (around 15 people) through the UCL Global Citizenship Programme. The post-holder should expect approximately 54 hours contact time with the participants over the course of the 9 days (average 6 hours per day). In addition, there will be approximately 10 hours of preparation required. The Programme runs from 29th May to 8th June 2018.

Main duties of the post will involve:

- Teaching assistance through the facilitation of seminars/workshops of discussions on the topic of each of the lectures with tutorial groups of approximately 15 year 1 and 2 undergraduate students;
- Providing general assistance and guidance to the tutorial group on their student-led project work. This could include production of documentary footage, blog writing, poster design, negotiation skills;
- Facilitation of seminars/workshops during joint events. This will entail working with students from all of the Grand Challenges strands;
- Attendance at all lectures, skills training workshops and other teaching events as associated with the strand across the two weeks of the Programme;
- Attendance at all non-teaching events associated with the strand and joint events across the 2 weeks of the Programme. This may include assistance with the registration of participants on day 1 and attendance at the reception on the final day;
- Close liaison with the leader of the strand in person and via text and email;
- Close liaison with other Navigators on the strand in person and via text and email;
- Demonstration duties and providing assistance to students in practical sessions;
- Demonstration on daytime fieldwork elements of the Programme;
- Being the first point of contact for the students in the allocated tutorial group and answering general queries about the Programme;
- Managing the Moodle page associated with the strand, in conjunction with the strand leader;
- Attendance monitoring of and reporting for students in the allocated tutorial group;
- Reporting of any concerns about students to the strand leader;
- Liaison with the Global Citizenship team based in the Office of the Vice-Provost (Education and Student Affairs) on administrative elements of the Programme as a whole, such as room bookings, during the course of the Programme;

¹ All UG students are eligible for a HEAR with the exception of those on the MB,BS, Intercalated and Affiliate students and those taking the Certificate of Medicines Management for Pharmacy Technicians.

- Carrying out any other duties as are within the scope, spirit and purpose of the job as requested by the strand leader;
- At all times following UCL and Departmental policies including Equal Opportunities, Race Equality, Fire, Security and Health and Safety etc.

Person specification

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

ESSENTIAL

- The ability to energise a group of 1st and 2nd year undergraduate students, create group cohesion and with the academic strand leader and others teaching on the course, keep them motivated and actively engaging with the Programme;
- Available throughout the 2 weeks of the Programme (29th May to 8th June 2017);
- Available for training on 23th and 24th May;
- Possession of strong literacy skills;
- Fluent English speaker;
- Organisational and time management skills;
- Excellent interpersonal skills;
- Evidence of self-motivation and demonstrating competency in the fulfilment of administrative tasks;
- Demonstration of an understanding of the importance of confidentiality, freedom of information, data protection and equal opportunities;
- Demonstration of an awareness and experiences in necessary to work in a multi-cultural setting involving sensitive and crucial group dynamics;
- Possession of the ability to work effectively to deadlines as part of a team and individually and have an eye for detail.

DESIRABLE

- Experience of small group teaching/leading;
- Understanding of Human-centred Design methods;
- Actively involved in East London's local community (as a resident, researcher, employee etc.);

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post-holder.

The post-holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department.

The post-holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post-holder will maintain an awareness and observation of Fire and Health and Safety regulations.

TO APPLY

Please send a CV and a short cover letter to Patrick Vickers: patrick.vickers@ucl.ac.uk