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**TALES TO
INSPIRE**

STUDENTS TO INSPIRE

Bristol Hub are recruiting for Student Coordinators, an opportunity for significant personal and professional development.

Bristol Hub are looking for 2 motivated Student Coordinators to oversee Students to Inspire, a student-led volunteering programme which aims to empower students to stand up within their community and showcase people's real-life stories.

You will be a self-starter with a passion for community development and impact. You enjoy organising, coordinating and managing projects. You value underrepresented voices and want to give others a platform. You understand the importance of shared experiences and connection. You want to learn more about the Bristol community and the residents within it.

What you will gain

These are voluntary roles that involve high levels of responsibility and commitment, it will offer you an opportunity for significant development and leadership that will benefit your personal and professional development. What you will gain:

- **Confidence** - students will gain confidence through interviewing others and working to generate stories. This would also be reflected in organising and presenting a showcase event.
- **Leadership**- within the team, a student leader should be nominated. They will gain key skills through the delegation of tasks and oversight of the project. Students can also lead through taking the initiative and reaching out into the community to help gather stories.
- **Communication and interpersonal skills** - Students will gain interpersonal skills with the various projects that they undertake, ensuring that they work together towards self set deadlines and goals and communicate effectively within the group, so that nobody feels left behind and unsupported. The students will also gain communication skills with external stakeholders such as community based projects, and external speakers etc
- **Self development and empowerment** - Throughout the one year project, Tales to Inspire will provide various workshops based on self development, providing you with

the tools to gain resilience and empower yourself. The project will be testing and naturally help you develop areas of your life that you may previously not have done and the success of the project will give huge empowerment.

Time commitment

This role will take 5-8 hours per week during term time. This might change depending on the week and how the programme unfolds, but should not exceed 8 hours per week. You will be expected to do this role throughout both teaching blocks. This is a new project and therefore the commitment may change within the year and will be flexible to do within your schedule.

There will be a few induction times over the Summer and touch base point to be involved and move towards the starting point in September.

Support

You will be working closely with Bristol Hub and Tales To Inspire staff. They will support you to effectively carry out your role and give you guidance and training throughout the year.

Roles available:

- **Student Coordinator x 2**
- **The two roles will be split in project management, student support, monitoring and evaluation and engagement and outreach**

Student Coordinator

This role requires you to oversee Students to Inspire for two academic terms, with a focus on volunteer management and supervision of the programme. You will work closely with the staff at Tales to Inspire and Bristol Hub and be required to give regular updates to the team.

Your main duties will be:

- **Reporting to the team:** Attend weekly meetings to check in with project progress.
- **Project management:** Your main responsibility will be monitoring and supervising the student teams on the programme. You will ensure that they are keeping on track, made aware of upcoming workshops and key project deadlines whilst ensuring students feel united towards a common goal.
- **Student support:** You will regularly check in with student teams and offer 1-1 support to team leaders to ensure that student's concerns and needs are met. This will include offering support yourself or signposting to the staff team that can help.
- **Monitoring and evaluation:** You will support the evaluation of the project to identify improvements for the future and evidence it's overall impact. You will work with the Bristol Hub Manager to distribute and analyse questionnaires and feedback forms and conduct case studies.
- **Engagement and outreach:** You will liaise with partner organisations and individuals to collect feedback and organise events that are run by Students to Inspire.

If you would like to apply please [click here to complete an application form](#).

Applications will **close 14th May** and you will hear the outcome of your application on the **17th May**.

Accessibility and inclusion

Bristol Hub is committed to making our activities inclusive to all students. We can make reasonable adjustments to application processes, training sessions, volunteering projects and other activities on a case-by-case basis. We also provide ongoing support for the students we work with, so if you have particular accessibility needs, including special educational needs, please email manager@bristolhub.org and let us know how we can make this activity more accessible. We ensure that all our activities, training and events are safe spaces, you can read more about our [Safe Space Policy here](#).

This activity will require you to have access to a laptop/tablet to join training sessions and meetings. If you don't have access to tech please get in touch with Lydia at manager@bristolhub.org.