IET On Campus Facilitator

Primary focus:

Promote the IET and distribute information about the IET to students within the university. Promote links between the university and the IET Local Network (LN) and/or Young Professional (YP) group. Nurture a good relationship with the IET On Campus student group and offer support and encouragement with their activities. Be the main point of contact for On Campus students when it comes to Specific University Policies.

Main duties and responsibilities:

- Assist the IET On Campus student group by:
  - Advising on the planning and logistics for their events
  - Helping to find venue space for their events
  - Promoting their events
  - Encouraging the group to consider succession planning, ensuring smooth transitions year on year
- Be a key point of contact within department for students.
- Be a key point of contact for the LN and/or YP group.
- Be a key point of contact for the IET Student Co-ordinator.
- Disseminate information about IET products and services relevant to students.

Appointment method:

There are several ways that you can become an IET On Campus Facilitator:

- Send an email to oncampus@theiet.org for the attention of the Student Co-ordinator.
- Liaise with students who are keen to set up an IET On Campus student group and ensure that you are listed as their IET On Campus Facilitator on their IET On Campus application form.
- Outgoing IET On Campus Facilitators can nominate a successor or provide a recommendation to the IET Student Co-ordinator.

Period of appointment:

Approximately 2 hours per month dependant on student activity, primarily made up of:

- Meetings with the IET On Campus student group.
- Assisting students with the organisation and delivery of the activities.
- Promoting the IET and the IET’s products and services to students.

Training:

No specific training is required for the role, but it is recommended that you read and familiarise yourself with the contents of the IET On Campus guide.
Point of contact:

- IET Student Co-ordinator oncampus@theiet.org
- You will also have your IET LN and/or YP group to offer you support where necessary.

Communications:

- Regular IET On Campus communications are currently being established and will be sent to IET On Campus Facilitators as well as IET On Campus Student Volunteers at various intervals throughout the year in the form of a newsletter.
- Volunteer Update e-newsletter

Resources:

The following resources are available to support this role:

- IET On Campus guide
- Volunteer Handbook
- Volunteer Hub web area
- Information on IET products and services relevant to students (these can be found on the IET website but may also be sent to you at various intervals throughout the year).

Policies and procedures:

This role is supported by the following policies and procedures.

Policies and Code requiring mandatory online sign-up:

- Anti-bribery and Corruption Policy
- Code of Conduct for Volunteers
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Harassment and Bullying Policy
- Safeguarding Children and Adults at Risk Policy

Upon engagement you will be provided with access to our e-learning portal to undertake this activity.

Other Policies and Guidance:

- Anti-slavery Policy
- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Managing Disagreements Guidelines
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

**Person specification:**

*Essential criteria*

- Excellent interpersonal skills, with ability to persuade and influence.
- Strong organisational and time management skills.
- Passionate about inspiring students to make a seamless transition into the world of work.

*Desirable criteria*

- IET member.
- Sound understanding of the IET’s products and services relevant to students and YPs.

Date Updated: July 2019