IET On Campus Student Volunteer

Primary focus:

Organise and deliver activities that provide networking and learning opportunities for the Engineering and Technology students at the university; to aid students' transition from university into the world of work. Promote and raise awareness of the IET and how it can be of benefit to students. Promote and maintain links between the IET On Campus student group and the IET Local Network (LN) and/or Young Professional (YP) group.

Main duties and responsibilities:

IET On Campus Student Volunteers are expected to:

- Be part of a Leadership Committee for the IET On Campus student group who are responsible for delivering activities for the Engineering and Technology students within the university and also raising awareness of the IET within the university.
- Deliver a minimum of three activities per year that specifically promote the IET, IET membership and/or IET products and services that are of benefit to students.
- Organise and deliver activities for the Engineering and Technology students within the university. Activities should meet the following criteria:
  - Enable knowledge sharing
  - Provide networking and professional development opportunities
  - Highlight the importance of Engineering and Technology
  - Raise awareness of the IET and relevant IET products and services
  - Encourage membership of the IET
  - Be free to attend and open to non-members as well as members of the IET.
- Liaise with the university's IET On Campus Facilitator (a member of university staff who has agreed to advise and support the IET On Campus student group) when planning and promoting activities for students. Utilise their experience, expertise and their position within the university to assist with tasks such as organising room bookings and connecting the IET On Campus student group with industry.
- Ensure a strong succession plan is in place for when the Leadership Committee graduates so that the IET On Campus student group can continue to run successfully.
- Liaise with the IET LN and/or YP group to form a mutually beneficial relationship.
- Be a key point of contact for the IET Student Co-ordinator.

Appointment method:

Joining an existing IET On Campus student group:

If you are a student at a university with an existing IET On Campus student group and you would like to be an IET On Campus Student Volunteer then you can either approach a student on the Leadership Committee directly, approach your university's IET On Campus Facilitator (usually a lecturer or member of faculty staff), or email oncampus@theiet.org for the attention of the IET Student Co-ordinator.

Creating a new IET On Campus student group:

If you are a student at a university where there is not currently an IET On Campus student group and you would like to be an IET On Campus Student Volunteer then you can approach the IET Student Co-ordinator by emailing oncampus@theiet.org

Period of appointment:

- Approximately 6 or 7 meetings per year, plus time to help organise and deliver activities.
- Time commitment for this role will vary depending on how much you want to gain from the IET On Campus initiative. We expect a minimum of three events per year that specifically promote IET membership and IET products/services relevant to students, however there is the opportunity to gain so much more by organising other networking/learning/development opportunities for your IET On Campus student group.

Training:

No specific training is required for the role but it is recommended that you read and familiarise yourself with the role by going on our web page On Campus.

Point of contact:

The regular contact for this role will be your university's IET On Campus Facilitator, IET LN and/or YP section and the IET Student Co-ordinator. Queries can be directed to oncampus@theiet.org (the IET Student Co-ordinator).

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:

- 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).
- Volunteering Handbook
- Volunteer Hub web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- Online sign-up to Policies and Code of Conduct:

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

Other Policies and Guidance to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy

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- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

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 (at least one member of the IET On Campus student group's Leadership Committee must be an IET member).
- Sound understanding of the IET's products and services relevant to students and YPs.

Date Updated: February 2020