**Role Profile: Freshers Team Vice Captain**

**Please wait until your role is confirmed UNCONDITIONALLY before committing to any expenditure to support your participation. NTSU are not liable for any cost you may incur in supporting your participation including in the event of any changes to the number of roles available and nature of roles.**

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| **Job Title** | Freshers Team Vice Captain |
| **Salary** | Volunteer Position |
| **Activity Profile** | Variable hours to meet the requirements of the role. Please note some late nights will be expected. Days may be long hours such as being available for both daytime and night-time activity. As a vice captain you may only be able to have 1 night off during the week depending on team sizes. |
| **Accountable to** | Executive Team |
| **Job Purpose** | To successfully assist in the integration of first year students into their university life at NTU. To lead your team throughout the week, providing guidance and support where needed by supporting your team captain. To guide and be a point of contact for Freshers Team Members. You will also work closely with the NTSU Executive to share important information and feedback any issues throughout the week.  |

**Duties & responsibilities**

There are multiple duties and responsibilities you will have as a Freshers Team Vice Captain. These include but are not limited to:

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| 1 | To be a brand ambassador for both NTSU and NTU. |
| 2 | Promote equality, diversity, and inclusion at NTU and NTSU making students aware of the support and opportunities on offer to them  |
| 3 | Move in the belongings of first year students in a safe and sensible manner, when they are arriving at their halls of residence. |
| 4 | To understand and be knowledgeable in all Freshers Week events in order to guide first year students and Freshers Team Members. |
| 5 | To attend all mandatory training and briefing sessions that take place prior and during Freshers Week, and to actively engage in the content of these sessions. |
| 6 | To listen to the direction of your Captain and report back any issues or concerns, to ensure a successful week.  |
| 7 | To hold a duty of care for first year students at events they attend, to ensure their safety.  |
| 8 | To take on board all rules, guidance and comments from NTSU Executive and staff throughout the week, to ensure personal and student safety. |
| 9 | To respect boundaries, and different cultural backgrounds to ensure all students feel they can engage with the events. |
| 10 | To be aware and knowledgeable of the different support systems offered by NTSU and NTU to signpost students to correct services where needed. |
| 11  | To be a ‘Sober Team Member’ when required by your Captain or the NTSU Executive. |
| 12 | Adhere to financial policy within the Union, including paying the refundable deposit for your Freshers Team shirt. |
| 13 | Reporting concerns or issues surrounding student or colleagues that arise in the week to an appropriate member of the Executive Team.  |
| 14 | To step in as leader when your Captain is unavailable to do so. |
| 15 | To provide support to both your Captain and the Fresher’ Team throughout the week to ensure the safety and wellbeing of all team members.  |
| 16 | To assist your Captain in preparing timetables and rotas before Freshers Week begins |
| 17 | To show willingness to be responsible, and alert when needed by the NTSU Executive and your Captain. |
| 18 | To follow the Respect & Consent policy of NTU and NTSU. |
| 20 | To act as a brand ambassador for NTSU Entertainments events across campuses  |

Failure to carry out these duties & responsibilities will result in you being dismissed from the Freshers Team for this year and subsequent years and the loss the deposit on your Freshers team top. Behaviour and standards will also factor in this. The volunteer must, at all times both professionally and personally, portray a positive image of NTSU whilst upholding our values.