Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Widening Participation – Pathways Mentor

Department/Division: Widening Participation - Academic Registrar's Division (ARD)
Accountable to: Widening Participation Officer

Job Summary

The Pathways Mentor will be responsible for supporting with the delivering of Pathways events, both online and in person. Pathways Mentors will be mentoring students on either the Pathways to Law or Pathways to Banking and Finance programme for the length of the programme (18 months). Pathways mentors will all deliver mentor-led sessions as part of the e-mentoring programme and engage with their mentees regularly via our e-mentoring platform.

Pathways Mentors will have the opportunity to apply to be a "Team Leader" at the Pathways National Conference, which are residential conferences held at the University of Warwick in Summer.

Duties and Responsibilities

Main duties:
1. Delivery of mentor-led sessions at events (e.g. student panel).
2. Provide advice and guidance to mentees on topics of interest to the students such as applying to university, career support, and study support.
3. Support with the delivery of event activities, including supporting speakers to lead tasks in small groups.
4. Support with the deliver of events in person (e.g. registering students, event set up).
5. Deliver mentor-led sessions as part of the e-mentoring programme and engage with mentees regularly via our e-mentoring platform.
6. Support the Pathways team at events with safeguarding and monitoring student behaviour.

Additional duties:
1. Support with the delivery of the Pathways National Conference as a "Team Leader".

Contractual Commitments

Upon appointment to the role, you will be placed on a temporary hourly-paid staff contract for two academic years.

The role of Pathways Mentor is flexible around your academic studies, with events taking place every 4-6 weeks. Events usually take place in evenings or on weekends but there may be the occasional work in the day. A Programme of Activities will be shared with you termly and shifts will be advertised as and when it is available.

Pathways Mentors are responsible for managing their schedules and committing to the work they sign up for once booked.

LSE (WP) Child Protection Policy
As this post involves working with young people, you will be required to complete a Disclosure and Barring Service (DBS) check to comply with LSE WP's Child Protection Policy.

Application and Recruitment Process
Applications are made online via our website. They will open on Monday 20 September 2021 and close on Sunday 3 October 2021 at 23:59.

If you are successful following the interview, you will be required to attend a compulsory paid training session on Wednesday 10 November 2021.

Salary
Pathways Mentors are placed on the first step of the LSE hourly-paid salary scales. This is currently set at £13.36 an hour which includes holiday pay.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed to meet the exigencies of service.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.