Herstmonceux Outreach Team

**Department:** Student Services, Bader International Study Centre  
**Campus:** Herstmonceux Castle, Hailsham, East Sussex, BN27 1RN  
**Closing date:** September 17, 11:59pm

**Overview**

The Herstmonceux Outreach Team (previously known as the Me to We Committee) is comprised of a small group of Bader International Study students passionate about outreach, volunteerism, and charity on both a local and global scale. The Herstmonceux Outreach Team is responsible for promoting social responsibility, local and global citizenship, and awareness of various community-based organizations and social issues through passive programs and campus-wide events.

**Role Description**

**Learning Objectives:**

By the end of the academic year, Herstmonceux Outreach Team members will be able to:

- Execute programs and events for the BISC student body centered around social responsibility, global citizenship, and community outreach.
- Articulate the limitations and strengths of their role as a leader and how group dynamics are impacted by various leadership roles and styles.
- Understand various terms related to global citizenship, service-learning, change-makers, and community outreach.
- Evaluate the effectiveness and impact of their awareness initiatives and campus-wide events.
- Develop skills in group development, conflict resolution, mentoring, and initiative through working as a team and collaborating with various campus and community partners.
Duties include:

- Attend and actively participate in regularly scheduled Herstmonceux Outreach Team meetings and 1-on-1 meetings with the Community Engagement Student Life Coordinator (SLC).
- Develop, market, and execute campus-wide events themed around volunteerism, charity, and community involvement.
- Collaborate with other members of the Herstmonceux Outreach Team to develop and implement monthly campus-wide awareness initiatives.
- Act as a leader and role model within the BISC community and represent the BISC during various community volunteering trips and during WE Day 2019.

Person specification:

- Ability to work both collaboratively and independently within a team setting.
- Ability to demonstrate effective communication skills, through listening, communicating orally, and written works.
- Demonstrates an ability to prioritize, manage personal needs, and use time effectively.
- Demonstrates a passion and interest in helping others through acts of community service and engagement.
- Awareness of how personal values impact their involvement and interest in various community outreach opportunities and initiatives.
- Previous experience working or volunteering with community organizations or charities in a service-oriented manner is considered an asset.

Who we are

Bader International Study Centre, located at historic Herstmonceux Castle, East Sussex, is the overseas campus of Queen’s University, Canada. The campus occupies a 600-acre estate, including a range of academic, residential and recreational facilities. Our dedicated faculty and staff provide exceptional academic programming for undergraduate and postgraduate students from Canada and around the world. We also serve as a venue for international conferences and meetings. Our wholly owned trading subsidiary, Herstmonceux Castle Enterprises Limited, is responsible for running the gardens and grounds, corporate events and other functions.

The BISC is committed to employment equity, inclusion and diversity and supports fair treatment and opportunity for all.
What we can offer you

Professional and personal development in the following competencies:

- **Learning & Reasoning:**
  - Reflection
  - Evaluation
  - Problem-solving
  - Decision-making
- **Interpersonal Interaction:**
  - Mentoring
  - Networking
  - Providing Feedback
- **Group Dynamics:**
  - Creating Change
- **Civic Responsibility:**
  - Social Responsibility
- **Communication:**
  - Facilitation
  - Presenting
  - Conflict Negotiation & Resolution
- **Strategic Planning:**
  - Goal, Mission, & Vision Development
- **Personal Behaviour:**
  - Initiative
  - Following Through
  - Responding to Change

How to apply

**Required application format:** Please fill out the corresponding application questions via [jotform](https://www.jotform.com) by **September 17, 11:59pm**. Questions about the application and interview process may be directed to the Student Services team, or SLC Britt Scowen directly via [b_scowen@bisc.queensu.ac.uk](mailto:b_scowen@bisc.queensu.ac.uk).