**Your Lifestyle Buddie Team**

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| **Accountable to:** | Project Development Coordinator (Active Lifestyle) |
| **Responsible for:** | Participant Support, Data Handling, Social Media |
| **Hours:** | 3 Hours a week |
| **Location:** | Holborn, London |
| **Post** | Volunteering |

**JOB PURPOSE**

* Support Participants through the Your Lifestyle Programme
* Attend Active Lifestyle sessions to gather data
* Support with social media related to the Active Lifestyle & Your Lifestyle Programmes

**KEY RESPONSIBILITIES**

1. **Operational support for participants within the Your Lifestyle Programme**

* Attend the Buddie Training Afternoon to get upskilled on how to support your buddies
* Responsible for checking in with your buddies at check points through-out the programme
* Have a welcome meeting with your buddie to take them through their tailored active lifestyle plan
* Support Buddies but signposting them if they ask for further help
* Exceptional, timely and bespoke customer service in line with the values of LSESU
* Support the delivery of at least one Your Lifestyle Programme Event

**2. Attend Active Lifestyle Sessions to Gather Data**

* Support with the collection of attendance registers and data input
* Collect other relevant data or feedback at sessions/with buddies as directed by your line manager

**3. Support with Social Media related to both Active Lifestyle Programmes**

* Post once per week with your buddies
* Responsible for supporting Student Group volunteers
* Responsible for providing volunteers with up to date guidance and training on systems and processes relating to Student Group events and projects