Brief for New Starter Buddy

Buddying is a way to settle a new starter into their new workplace by giving them a first point of contact within the team who can be around day to day for general queries.

As a peer you can sometimes be more available and accessible than the manager might be able to. Buddying helps the new starter feel welcome

Who makes a good Buddy?

* Someone friendly, welcoming and supportive
* Accessible and approachable
* Patient and willing to repeat information
* If possible experienced in the role the new starter is undertaking
* Works close by

What will I be doing?

The role of a buddy is to provide informal support and guidance. Depending on how induction works in your area this might include:

* Showing the new starter around the department/campus
* Facilitating introductions and explaining who's who
* Invite them to lunch on their first day
* Help understanding new processes and practices
* Answering day to day questions (like how does the printer work?)

The buddy is not responsible for the formal elements of induction, such as planning in induction meetings or setting targets. These more formal activities will be completed by the line manager.

Campus Tour

Some key points to visit:

* Main reception and Security
* Location of the different Faculties and Departments
* Student Square and Student Union
* Refectory and Dolce Vita
* Library
* Sports facilities
* Chapel and chaplaincy offices
* Waldegrave Suite

[Campus maps can be found here](https://www.stmarys.ac.uk/contact/location-maps.aspx).

Want to really impress on the tour? [Brush up on St Mary's history](https://www.stmarys.ac.uk/about/history-and-heritage/our-campus.aspx) for some interesting facts to include!

Important Note

If you agree to be a buddy you will be an important part of welcoming your new colleague to St Mary’s. It is essential you can make some time for them and be available to answer questions and help introduce them to other colleagues.

If applicable you will need to get your line managers agreement, as they will need to be understanding and supportive of you spending time with the new member of staff.