

The Role of a Buddy

What is a Buddy?

A buddy will be a member of staff who has agreed to be a point of contact for a new member of staff and who can provide informal guidance and encouragement during their first few weeks of employment at the College.



A buddy might typically take on the following tasks to help the new member of staff settle in:

- Be available to answer immediate routine questions of a general nature
- Provide information on how the working area operates, along with its policies and procedures, and where to go for other sources of information
- Show the new member of staff around the building, introducing them to other members of staff they may see within their working environment, but may not otherwise come into contact with within their role
- Point out catering or other facilities that may be of interest, i.e. sports centre, library, etc
- Accompany them to lunch on their first day

Who is a Buddy?

A buddy will be a College employee, other than the new member of staff's line manager, who will be familiar with the job role and department.

When should a Buddy be assigned?

A buddy should be assigned before the new member of staff commences employment with the College. The new member of staff's line manager should outline what will be required of them within their buddy role (it will be helpful for buddies to have a copy of this handout).

Although the buddy should not have to dedicate a significant amount of time during the working day to their buddy activities, the buddy's line manager should be informed of the role before it is confirmed, to ensure that they are happy for the prospective buddy to devote time to the role.

What does a Buddy not do?

A buddy should not involve themselves in issues relating to the new member of staff's appointment or formal arrangements within the area, such as performance expectations and standards, training, etc.

The buddy should direct the new member of staff to their line manager if their questions become more complex or involve the work itself, as the buddy's role is purely to help the new member of staff feel welcome at the College and to allay any feelings of isolation within their new job.