

Student Opportunities Coordinator (Widening Participation & Outreach) Job Description and Person Specification

UEA Students' Union

We're the heart of student life at UEA:

We're right in the middle of campus
We're full of life, energy, passion and emotion
We love UEA (it's wonderful), but we want UEA to be better

We're an autonomous, integral part of UEA:

University = Head | Union = Heart
University = Traditional | Union = Radical
University = Formal | Union = Informal

Our Purpose: The Big Idea That Shapes Us

We're about students- transforming

- We are students learning and developing through opportunities to do things
- We are Union, run by students, and we change every year as students change
- We are students changing our course, our community and our world

What we are

- We're a charity- any money we make is spent on students
- We're a mutual co-operative - we're run by students for students
- We're an independent part of the university- always on students' side

What we do

Advocacy: "We've got your back"

- We represent and campaign to give students power over their education
- We help students to help other students
- We sort (and prevent) students' problems with help, advice and support

Opportunities: "Beyond your degree"

- The best range of student sports and societies in the UK, no argument
- Opportunities to learn skills, make friends and become more employable
- Student employment that's fun, well paid and transformative

Enterprise: "We own this"

- Student bars, cafes and lounges- where everybody knows your name
- Housing for students- the most student focussed in Norwich
- A student run shop- things you want, prices you need

Live!

- Safe, great value nights out with friends for life
- The best, most diverse SU live music programme in the UK
- Supported student run events where you and your mates shine

Department: Student Opportunities

Grade: 4

Reports to: Head of Student Opportunities

Purpose of Post: To engage with a range of current UEA students from backgrounds underrepresented in Higher Education and develop their access to and retention in social capital enhancing activities. To deliver and develop student groups' engagement with Outreach schools to support retention and progression; and to act as a conduit between uea(su), UEA's Widening Participation Team and UEA's Outreach Team

Key Responsibilities

Supporting widening participation across the student lifecycle

- To advocate for students from a widening participation background and enable uea(su) to consider their needs when developing new activities, policies and initiatives
- To highlight opportunities and potential developments that could enhance student social and cultural capital within the extracurricular provision of uea(su) – with particular focus on student groups and the Do Something Different Programme
- Working with UEA's Widening Participation Team to develop and promote a range of activities tailored for UEA students from a widening participation background through utilising community development methods – particularly within welcome periods and contributing to the student life cycle
- To analyse and provide reports to the department and UEA's Widening Participation Evidence and Evaluation Team on the current participation demographics of engagement in extracurricular activities and higher education and action planning and implementation of methods to address engagement gaps
- To develop with the Head of department proactive interventions to support better engagement for under represented students with union extracurricular opportunities, making them safe spaces and accessibility
- To become a member of appropriate university working groups that deliver and develop provision for the widening participation students
- To work with student groups, the department and UEA WP and Outreach teams to agree appropriate funding to deliver widening participation activity
- To work in collaboration with and report to the UEA Widening Participation and Outreach Teams, providing evidence, monitoring and evaluating the impact of uea(su) activity on widening participation
- Where appropriate to also support WP related initiatives of part time student officers

Community engagement and Outreach

- Working with UEA's Outreach Team, to encourage, train and support student groups to undertake outreach projects in the local schools, that will help to raising awareness and aspiration to enter higher education among participants.
- Working with UEA's Outreach Team, to encourage and support student groups to undertake outreach projects in the community that will enhance student skills and employability.
- To help student group committees to understand involvement in the these projects can have on their graduate employability, by encouraging them to reflect on their experience and articulate it through the career service

Supporting Student Groups

- To arrange and deliver relevant support, process delivery and training to student groups for outreach activities
- To maintain and create relevant resources for student groups



- To assist the delivery of Equality, Diversity and inclusion initiatives and schemes of student groups
- To support WP focused peer support groups ensuring they are supported and funded to succeed and remain sustainable

Unit responsibilities

- To support and develop relevant student staff and volunteers
- To assist student leaders on implementing full event and activity plans, including risk assessments, financial planning and monitoring and evaluation
- To assist the uea(su) opportunities team in all major events and projects
- To contribute towards the delivery of the agreed Student Opportunities departmental plan

General duties of all staff

- To understand and uphold the purpose and values of the organisation and ensure that these guide and inform the work and conduct of the post holder. uea(su) has a democratic decision-making process and the post holder will champion this when carrying out their duties
- To be knowledgeable of the SU Constitution, as it applies to this post, including any legal requirements
- To work in accordance with all SU policies and procedures, including Health and Safety, Staffing Protocols, Financial Procedures and the SU's Equal Opportunities Policy
- To undertake duties from time to time as requested by the SU Management that may be reasonably considered within the scope of the post
- To attend from time to time, as required, meetings as necessary to meet the requirements of the post
- To attend all Staff Development Days and training as required. Flexibility in working hours may be required to accommodate this
- To be flexible and adaptable in a changing environment, the role holder may be assigned to other areas of the SU to meet the needs of the service. This will in turn provide development opportunities in which to broaden experience

Health and Safety - Individual Responsibilities

All employees are responsible for:

- Taking care for their own work-related health and safety and the safety of others affected by their work activities
- Co-operating with the Union by following safe working practices and carrying out their health and safety responsibilities as detailed in this and other Union health and safety related policies and rules
- Reporting accidents, work-related ill-health, health and safety related incidents, near misses, hazards or inadequacies in health and safety procedures, in accordance with their departmental and Union procedures
- Taking part in any health and safety training identified as necessary by the Union, their department, or line manager
- Using work equipment safely and in accordance with instructions or training
- Reporting any defects they discover in work equipment or the work premises
- Ensuring that activities, events or projects (including research projects) that they organise that involve employees, students, contractors, volunteers or other visitors to

the Union, are risk assessed as part of the planning stage and suitable control measures implemented then reviewed

- Co-operating with health and safety investigations, monitoring and auditing
- Seeking advice if they do not feel competent to carry out their responsibilities.

In addition, employees may be given specific health and safety related roles or responsibilities. These may be detailed in their department's health and safety management procedures, their job description or other Union health and safety related policies and rules.

All employees are responsible for contributing to the health and safety education of students, whether this be through training activities, involving them in the safe design of events and activities or leading by example in exhibiting safe behaviours.

Person Specification

Candidates for the job will be assessed in the following ways;

- **A** Application Form
- **I** Interview
- **T** Test

Skills, Knowledge and Experience

This section describes the qualities we'd like to see in the post holder- but where we can offer training for someone that excels in some of the areas, or where you can offer other qualities you think would be useful for the role, you should indicate this on your application form.

Qualifications / Education	How Measured?	Desirable/ Essential
Good general education, typically to the Higher/A level equivalent	A	Desirable
Knowledge & Experience		
Experience and knowledge of students' experience including for students from groups underrepresented in Higher Education	A/I	Essential
Experience and knowledge of widening participation, liberation, equality and diversity	A/I	Desirable
Experience of developing and reporting on impact monitoring and evaluation activity	A/I	Essential
Experience of developing and supporting student groups, volunteers or leaders	A/I	Essential
Knowledge of the SU/ student sector	A/I	Desirable
Skills		
Ability to analyse and synthesize information	A	Desirable
Ability to use multiple data sources, such as MSL, Microsoft (including Team, Forms, Excel and Word), Google Analytics, BOS	A	Essential
Exceptional interpersonal and communication skills (written and oral)	A/I	Essential
Organisational skills	A/I	Essential
Coaching and mentoring skills	A	Desirable
Ability to work with and support a diverse range of members and member groups	A/I	Essential
Able to overcome hurdles and problems in a constructive manner	A/I	Desirable
Self-motivated and self-reliant	A	Desirable
Strong project management skills	A/I	Desirable
Values & Ethics		
Desire to work within a democratic student led environment	A/I	Essential
Understanding and commitment to equal opportunities and widening participation in Higher Education	A/I	Desirable
Believes in the value of extra curricular experiences in Higher Education	A/I	Essential
Attributes		
Preparedness	A/I	Desirable
Efficiency	A/I	Desirable
Coordination	A/I	Essential
Encouraging of others	A	Essential
Imaginative	A	Desirable

This job description may be subject to modification or amendment at any time after consultation with the post holder.

This job description is not intended to be an exhaustive list of the procedures and tasks carried out by the post holder. It does however set out the main expectations of the Union in relation to the post holder's duties and responsibilities.

It does not form part of the contract of employment.

Signed.....

Name.....

Date.....

