

<b>JOB DESCRIPTION</b>	
<b>Job title:</b>	<b>Peer Learning Coordinator</b>
<b>Reports to:</b>	<b>Head of Student Opportunities</b>
<b>Department:</b>	<b>Student Opportunities</b>
<b>Direct Reports:</b>	<b>Peer Learning &amp; Support Administrator</b>
<b>Indirect Reports:</b>	<b>N/A</b>
<b>Revision Date:</b>	<b>August 2019</b>
<b>Job Purpose and General Dimensions</b>	
<p>The Students' Association's vision is that by 2025, we will be a high-performing students' union, valued by our members, delivering outstanding support and services for a vibrant, well-rounded time at University.</p> <p>We will achieve this by:</p> <ul style="list-style-type: none"> <li>• Being <b>student-led</b></li> <li>• Ensuring that students have the <b>power to change</b></li> <li>• Providing a sense of belonging for our <b>diverse student communities</b></li> <li>• Being <b>open and helpful</b></li> <li>• Working in <b>collaboration</b></li> <li>• Being <b>ethically and environmentally responsible</b></li> <li>• Supporting <b>social enterprise</b></li> </ul> <p>The Peer Learning Coordinator is responsible for supporting the development and expansion of peer learning systems across the University of Edinburgh, enabling all students' access to peer learning to enhance their student experience. This will include supporting and facilitating student-led peer to peer activity throughout the University, encouraging students to take a holistic and autonomous approach to their learning and development.</p> <p>This role has a strong project management and leadership element and involves contributing to the forming of an academic community of learners (both staff and students) locally and across the University. The Student Opportunities team sits within the wider Membership Support and Development Team at the Students' Association (which also includes The Advice Place and Representation and Democracy), and works collaboratively with colleagues in relation to a number of events, initiatives and activities related to student development.</p>	
<b>Key Responsibilities</b>	
<p><b>Main Duties</b></p> <ul style="list-style-type: none"> <li>• Lead on the development and coordination of academic peer learning Schemes throughout the University, in collaboration with students, and academic staff.</li> <li>• Contribute to the Peer Learning and Support agreed team goals.</li> <li>• Provide line management to one staff member within the Department.</li> </ul>	

- Provide regular support and guidance to the relevant School Senior Leaders (not line management).
- Lead on the recruitment, coordination, development and delivery of academic peer learning Student Leader training, with support from the wider team.
- Develop and maintain relevant resources, supporting materials and toolkits.

#### **Development and Events**

- Lead on the development, delivery and evaluation of the Leadership Development module. This includes the creation of learning objectives, the course handbook and relevant materials for sessions, as well as carrying out the assessment and grading of student work.
- When setting up new Schemes and undertaking re-designs consult with students and staff in Schools to determine which type of Scheme meets their needs (covering the aims, objectives and desired outcomes of each Scheme). For example, through focus groups, surveys, semi-structured interviews etc. to ensure Schemes are relevant, high-quality and bespoke.
- Lead on the development and delivery of the Edinburgh Award for Peer Learning and Support volunteers.
- Develop and embed handover processes and committee training to ensure Schemes are sustainable and student-focused.
- Scope, investigate and develop online peer learning models of practice as appropriate.

#### **Research, Impact, Quality Assurance & Evaluation:**

- To carry out independent research into the impact of peer learning and strategies to increase student engagement, and to publish and present any work in appropriate places (for instance, the Teaching Matters blog or in academic journals).
- To participate in wider research projects related to peer learning, and to scope and seek funding for new projects as appropriate.
- Ensure observations and debriefs are taking place with in all academic peer learning Schemes.
- Ensure appropriate evaluation mechanisms are in place and all peer learning Schemes fill in the Scheme Report or similar relevant documentation in a timely manner.
- To lead on the collation, processing and evaluation of attendance and satisfaction data from peer learning Schemes.
- To take the lead on reporting for peer learning Schemes, and to create reports relevant to the various relevant stakeholders.

#### **Promotion**

- Working in partnership with the Peer Learning and Support Administrator coordinate and supervise the promotion of academic peer learning Schemes centrally, ensuring

documentation goes out in pre-arrival and induction packs, course handbooks, timetables, School, Student Association and University websites.

- To build staff understanding of peer learning across the University and at a national level by attending conferences and giving presentations.
- Working in partnership with the wider Peer Learning and Support team coordinate project communications and promotion.

#### **Building Relationships**

- Act as a point of contact for the University's Schools and Colleges, offering advice, guidance, knowledge and access to various resources on academic peer learning. This may range from advice and quality assurance to taking a direct 'hands on' role in running the Scheme, as required.
- Assist the team in continuing and maintaining strong and positive relationships with our key contacts across the University. This includes regular face-to-face meetings, email correspondence and attendance at events.
- Work with IS and relevant stakeholders to develop the online tools which support our work for example LEARN area, training modules etc.
- Representing peer learning at Edinburgh on the national and international stage, and building relationships with staff working in this area.

#### **Coordination and Support**

- Coordinate the work of students and staff in identifying innovative good practice relating to peer learning activities and seek to replicate this within other Schools/Colleges. This involves ensuring that all Leaders and staff have adequate information and training materials.
- Work with the Head of Student Opportunities to encourage Student Leaders and Coordinators to attend National and International Peer Support Conferences.

#### **Other shared responsibilities/expectations:**

- Follow in-house recording procedures and ensure all records are appropriately maintained.
- Take part in relevant appraisals and development opportunities, and run appraisals for line-managed staff.
- As a member of the Student Opportunities team, the Peer Learning Coordinator will participate in relevant departmental, Association-wide and University meetings and events.
- Any other appropriate duties as reasonably required by your Line Manager, Departmental Manager or Senior Management.

#### **Key Relationships**

- Head of Student Opportunities



- Peer Learning & Support team
- Relevant staff within the University
- School Senior Leaders and Committee members
- Membership Support and Development teams
- Sabbatical Team and other elected representatives
- External stakeholders, including University academic, administrative and support staff.

<b>PERSON SPECIFICATION</b>		
<b>Job title:</b>	<b>Peer Learning Coordinator</b>	
<b>Person Summary</b>		
<p>A confident and experienced trainer with excellent communication and interpersonal, organizational and IT skills. The postholder will have a proven track record of providing learning support to others.</p> <p>A student focused individual with a consistently professional approach to their duties and keen attention to detail. A person with high expectations of themselves and others, with a passion for learning, who takes pride in their work and that of their team. .</p>		
<b>Required Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of providing Peer Learning		X
Experience of project design, management and coordination	X	
Experience of delivering training and developing training materials	X	
Experience of undertaking consultation and fact finding activities	X	
Experience of providing advice and guidance to colleagues	X	
Coaching and Mentoring Qualification		X
Experience of supporting service users to become self-reliant learners	X	
Experience of forming strong and lasting relationships with customers/learners and stakeholders across different levels of the organisation	X	
Experience of recruitment and supervision of staff or volunteers	X	
Experience of producing publicity and information materials, including online resources		X
Experience of working in a university setting		X
<b>Functional Skills and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Confident and adaptable training delivery skills	X	
Proven ability to successfully communicate across a variety of audiences, including delivery of presentations and written reports	X	
Strong organisational and administrative skills with the ability to work independently and prioritise appropriately	X	
Demonstrable ability to deal with sensitive information in an impartial, non-judgmental, professional and confidential manner.	X	
An understanding of the diverse profile of University of Edinburgh students, and the issues they face		X
An understanding of the importance of quality assurance and evaluation in project management.	X	

Excellent IT skills, including proficiency in the use of Microsoft Office, internet and social media channels	X	
Working knowledge of information-gathering tools such as online surveys		X
A basic knowledge of the Higher Education system and current academic and welfare issues		X
<b>Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Undergraduate degree in a relevant discipline	X	
Qualification in education, or a related subject		X
<b>Shared Competencies</b>		
The Students' Association's competency framework describes the key behaviors you need to demonstrate in this role. The main facets for each of these competencies are described below. Within the competency structure, this is a <i>Level 3</i> position		
<b>Customer Focus</b>	Understands the needs of our customers, and actively seeks ways to improve service delivery Collects customer feedback and ensures it is acted upon	
<b>Delivering Results</b>	Understands what is expected of them and reviews and adapts personal objectives to deal with changing priorities Strives for continuous improvement in their own personal performance	
<b>Initiative &amp; Creativity</b>	Actively embraces new ideas and ways of working, and seeks opportunities to develop both short and long term improvements Encourages others to think about fresh ideas /approaches	
<b>Knowledge &amp; Skills Development</b>	Actively seeks opportunities for professional development, based on personal strengths and weaknesses Applies knowledge and skills to support the achievement of the Students' Association's long term goals	
<b>Communicating Effectively</b>	Communicates effectively, and in an appropriate way for the audience. Shares own expertise effectively, and actively seeks the views of others	
<b>Teamworking</b>	Involves others to ensure that diverse views, experiences and ways of working are encouraged. Takes time to support others, and to help them develop their skills	