

Access and Participation Co-ordinator

Reports to: Head of Student Engagement

Salary: £23,067

Grade: 5.1

Contract Type: Fixed term – 18 months

FTE: 35 hours per week (Full Time)

Job Purpose:

To create, develop and support engagement opportunities for under-represented and widening access students including relevant student groups and activities. Such students include (but are not limited to) BAME, disabled, LGBT+, mature, care experienced and those from lower socio-economic backgrounds.

To work alongside elected officers and staff to research issues relevant to under-represented students and develop organisational programmes to support those students through their learner journey.

To support the delivery of the Strath Union strategy and Student Engagement departmental plans.

Main Responsibilities:

Under-represented Students:

- Engage with University staff including the Access, Equality and Inclusion Service to develop strategies and projects to enhance the experience of under-represented students.
- Plan and organise events to increase engagement of under-represented students in Strath Union activities including Freshers' Week.
- Monitor and report on participation rates of under-represented students within Strath Union opportunities including clubs, democracy and volunteering.
- Collaborate with elected Officers and Student Engagement staff to enhance representation of under-represented students within Strath Union and the University.
- Develop and implement peer support provision for under-represented students in support of enhanced learner journey and graduate outcomes.
- Identify student groups who would benefit from a community space on campus and explore opportunities to expand current provision

- Maintain professional knowledge of policy developments and initiatives in Higher Education regarding widening access to ensure that Strath Union's representational work is current, relevant and informed.
- Carry out research and engage with under-represented students through surveys and focus groups to improve and raise awareness of relevant services.

Mature Students Association (MSA):

- Support the effective running and continuous development of the MSA self-managed space, maintaining a friendly, inclusive, and supportive atmosphere for all MSA members.
- Plan, organise and promote activities to grow membership of the MSA.
- Create and develop partnerships with relevant external organisations to promote and enhance the services of the MSA as well as volunteering opportunities for mature students.
- Oversee the replenishment of stocks of office supplies and consumables for the MSA.
- Ensure effective signposting of University and Student Union services to MSA and Widening Access students.

Support:

- Support the development and implementation of Strath Union campaigns.
- Support the work of the Student Engagement department in delivering projects, events and training.
- Support the Student Executive and elected officers with development and execution of advocacy strategies and policy.

Student Care:

- Work in effective collaboration with Student Officers and all departments within Strathclyde Students' Union.
- Ensure that students' expectations are exceeded wherever possible.
- Deal with feedback, whether positive or negative, in a courteous, efficient and timely manner.

General:

- Comply with all Strathclyde Students' Union policies, procedures and governing documents.
- Work within Strathclyde Students' Union Mission, Vision and Values at all times.
- Be responsible for all Health and Safety requirements related to the role.
- Undertake any other tasks commensurate with the level of appointment that may from time to time be reasonably requested.
- The post-holder is expected to portray a positive image of Strath Union, both internally and externally and to set high standards of personal integrity and professionalism at all times, leading by example.

- The post-holder is expected to build and maintain professional networks to ensure knowledge is kept up-to-date.
- The post-holder is expected to undertake such personal and professional development as required to maintain appropriate knowledge and skills to fulfil the requirements of the role. This may include attending events away from Strath Union and outside Glasgow.

Key relationships:

Internal: Student Engagement staff, Student Executive, MSA Committee, Advice Hub and other Strath Union staff.

External: University departments and staff including Access, Equality and Inclusion Service, NUS, colleagues in other students' unions and any other relevant external organisations to the role.

Other Information:

The role is subject to a 3-month probationary period.

Regarding pensions, the post-holder will be eligible to join the Universities' LGPS Scheme (employer contributions of 29.5% and employee of 5.6%).

The post may include occasional evening and weekend work.

It is expected that the starting grade for this role would be 5.1

31 days annual leave per year plus 11 public/bank/local holidays (Pro rata as necessary)

Person Specification:

Skills / Competencies Required	Essential	Desirable
Qualifications		
Degree level qualification		x
Knowledge & Experience		
Relevant skills and experience coordinating activities or programmes within a students' union, third sector or membership service organisation	x	
Experience of event planning and delivery	x	
Experience of creating and supporting campaigns	x	
Experience of creating and delivering training	x	
Experience of writing reports	x	
Experience of working with Microsoft packages and / or website systems	x	
Experience of managing project budgets		x
Experience of working in or with students' unions		x
Up to date knowledge of relevant policies and legislation affecting students including under-represented groups		x
Skills and Abilities		
Ability to establish and maintain strong working relationships both internally and externally	x	
Ability to present information clearly and concisely in writing or verbally	x	
High degree of organisational skills	x	
Ability to work using own initiative	x	
Information gathering and research skills		x
Personal Qualities		
Understanding of commitment to equality of opportunity	x	
Reliable and trustworthy	x	
Team focussed approach	x	
Self-motivated and enthusiastic	x	
Flexible	x	
Committed to continuous improvement	x	
Attention to detail	x	
Fun loving	x	