

| <b>JOB DESCRIPTION</b>   |   |
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| <b>Job title:</b>  | <b>Welfare and Liberation Coordinator</b>   |
| <b>Reports to:</b>   | <b>Representation and Democracy Manager</b> |
| <b>Department:</b>   | <b>Representation and Democracy</b>         |
| <b>Direct Reports:</b>   | <b>N/A</b>                                  |
| <b>Revision Date:</b>  | <b>September 2021</b>                       |
| <b>Job Purpose</b>   |   |
| <p>The Welfare and Liberation Coordinator acts as the Students' Association's key staff contact for issues relating to student welfare, liberation, and inclusion. This involves maintaining an awareness and understanding of both student-led and University work in these areas.</p> <p>Alongside colleagues in the Representation and Democracy team, they will support our five Sabbatical Officers – and particularly the Vice Welfare – to pursue their objectives, with a particular focus on issues of mental health, sexual violence, and diversity, as well as broader issues relating to student welfare and wellbeing.</p> <p>They are also the key staff support for the Students' Association's five Liberation Officers who represent Black and Minority Ethnic (BME), disabled, LGBT+, trans and non-binary, and women students. Their role is to provide administrative support, advice and guidance to help the Liberation Officers pursue their objectives, while liaising with the Sabbatical Officers and colleagues in the Students' Association's Marketing and Communications team to ensure that our work is effectively communicated to our members and other key stakeholders.</p> <p>They will deliver training to upskill and empower the Liberation Officers, and educate other student representatives and student groups about topics relating to welfare and liberation.</p> |   |
| <b>Main Duties and Responsibilities</b>  |   |
| <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide advice and support, including conducting research and preparing briefings, to Sabbatical Officers – particularly the Vice President Welfare – on issues relating to student welfare and liberation, including mental health, sexual violence, and diversity</li> <li>• Support our five Liberation Officers to build communities, increase engagement, run events and achieve change</li> <li>• Work with the five Liberation Officers and relevant student groups to support delivery of key Students' Association's event programmes, including Black History Month, Disability History Month, LGBT+ History Month, and International Women's Day</li> <li>• Monitor the progress of Liberation Officer projects, and ensure this is communicated to our members effectively</li> <li>• Work alongside our Marketing and Communication Team to utilise a range of communication channels, including social media, to raise the profile of the Liberation Campaigns, their purpose, and projects</li> <li>• Provide advice and practical support to students and Representatives on running projects and campaigns relating to student welfare and liberation</li> <li>• Design and deliver training for students and representatives on topics relating to student welfare and liberation</li> </ul>                     |   |

- Support the Students' Association's external political activity on topics relating to student welfare and liberation including completing consultations and supporting the Officers in lobbying of elected officials, in collaboration with the Democracy and Campaigns Coordinator
- Develop and deliver support to Liberation Officer candidates during our annual election cycles, including 1-2-1 support, training sessions and guidance
- Support the Students' Association's delegates to NUS UK and NUS Scotland Liberation conferences, including management of conference registration and travel

### **General Responsibilities**

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.

We will achieve this by:

- Being **student-led**
- Ensuring that students have the **power to change**
- Providing a sense of belonging for our **diverse student communities**
- Being **open and helpful**
- Working in **collaboration**
- Being **ethically and environmentally responsible**
- Supporting **social enterprise**

As part of the Representation and Democracy Team, and the wider organisation, you will be expected to:

- Support delivery of key, organisation-wide projects including Welcome Week, University Open Days, and elections
- Assist with the delivery of Student Council, and other democratic processes
- Maintain awareness of key trends in Higher Education, Students' Unions, and community organising to ensure that advice to students and reps is up-to-date and relevant
- Develop and maintain positive working relationships with relevant University staff, community stakeholders, and colleagues in the Higher Education sector
- Commit to delivering the Students' Association's Strategic Plan
- Demonstrate a positive and respectful attitude to all Students' Association staff, the organisation as a whole, as well as our members, partners and clients
- Ensure that every student, staff member, or visitor who uses our services has the best possible experience
- Adhere to and support the Students' Association's Ethical, Environmental, and Health and Safety policies and procedures
- Commit to positively engaging with the training and development of yourself and others
- Any other appropriate duties, as reasonably required by your line manager or Senior Management



#### **Key Relationships**

As well as working alongside the Representation and Democracy Manager, and colleagues in the Representation and Democracy team, you'll also be working with:

- The Sabbatical Officer team, particularly the Vice President Welfare
- Relevant Elected Representatives, particularly the five Liberation Officers
- Colleagues across the Membership Support and People Development directorate, as well as staff across the Students' Association
- The Marketing and Communications Team, particularly the Marketing and PR Manager
- External political and community stakeholders
- Relevant staff across the University, including the Director of Student Wellbeing and staff involved in the delivery of key services such as the University's Student Disability and Counselling Services, and the Chaplaincy
- Staff and elected Officers within the National Union of Students

| <b>PERSON SPECIFICATION</b>   |   |                  |
|---|---|------------------|
| <b>Job title:</b>   | <b>Welfare and Liberation Coordinator</b> |                  |
| <b>Person Summary</b>   |   |                  |
| <p>You will be a confident and enthusiastic individual, with excellent organisational and interpersonal skills, who has experience of working alongside and supporting diverse communities to achieve change.</p> <p>You will have the ability to lead projects independently and work collaboratively, responding sensitively to the needs of our students, and engaging a range of stakeholders in our work with your passion and commitment.</p> |   |                  |
| <b>Required Experience</b>  | <b>Essential</b>                          | <b>Desirable</b> |
| Knowledge and understanding of the experiences of Black and Minority Ethnic (BME), disabled, LGBT+, trans and non-binary, and women students  | X   |                  |
| Experience of working with and supporting marginalised groups   | X   |                  |
| Experience of project management, including development, delivery and evaluation  | X   |                  |
| Experience of delivering training, preferably on topics relating to student welfare, liberation, and inclusion  | X   |                  |
| Experience of supporting individuals and communities to achieve change  | X   |                  |
| Experience of developing, delivering and evaluating campaigns   | X   |                  |
| Knowledge of issues affecting students, particularly around student welfare, liberation, and inclusion  | X   |                  |
| Experience of managing social media channels  | X   |                  |
| Awareness of key trends in Higher Education, Students' Unions, and community organising   | X   |                  |
| Experience of working within a membership or democratic organisation  |   | X                |
| Experience of volunteer management and development  |   | X                |
| Experience of working with elected student representatives  |   | X                |
| Experience of maintaining and developing stakeholder relationships with diverse groups  |   | X                |
| Experience of gathering feedback and conducting research, using a range of approaches   |   | X                |
| <b>Functional Skills and Proficiency</b>  | <b>Essential</b>                          | <b>Desirable</b> |
| Ability to work both as part of a team and independently, without direct supervision  | X   |                  |
| Ability to effectively manage a busy workload and competing priorities  | X   |                  |

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| Ability to understand complex and challenging concepts, and explain them in a clear and accessible way to others   | X                |                  |
| Strong written and verbal communication skills, including presentation skills  | X                |                  |
| Ability to motivate others and build engagement in new ideas   | X                |                  |
| Strong administrative and IT skills, including Microsoft Office, and website maintenance   | X                |                  |
| Ability to respond sensitively to student interactions, and a working knowledge of confidentiality   | X                |                  |
| Understanding of Students' Union governance structures and relevant legislation  |                  | X                |
| <b>Training and Qualifications</b>   | <b>Essential</b> | <b>Desirable</b> |
| A College or University level qualification, or relevant professional experience   | X                |                  |
| <b>Other Requirements Specific to the Role</b>   | <b>Essential</b> | <b>Desirable</b> |
| Availability to work occasional evenings and weekends  | X                |                  |
| <b>Our Purpose</b>   |                  |                  |
| <b>To enhance student life at the University of Edinburgh by providing representation, services, activities and support.</b>   |                  |                  |
| <b>Our Principles</b>  |                  |                  |
| <p>Our core principles are the most important way in which we define who we are. They guide our strategy, inform our everyday decisions and influence our behaviour, both as an organisation and as individuals representing the Students' Association.</p> <ul style="list-style-type: none"> <li>• <b>Student led</b> – prioritise work and services that matter to students</li> <li>• <b>Power to change</b> – be strong representatives, campaigning for students</li> <li>• <b>Diverse student communities</b> – a sense of belonging for all</li> <li>• <b>Open and helpful</b> – in our communications and interactions</li> <li>• <b>Collaboration</b> – harnessing the benefits of working together</li> <li>• <b>Ethically and environmentally responsible</b> – conscious of our impact</li> <li>• <b>Social enterprise</b> – trading, with multiple benefits for our members</li> </ul> |                  |                  |