

JOB DESCRIPTION	
Job title:	Welfare and Liberation Coordinator
Reports to:	Representation and Democracy Manager
Department:	Representation and Democracy
Direct Reports:	N/A
Revision Date:	March 2022
Job Purpose	
<p>The Welfare and Liberation Coordinator is the Students' Association's lead staff member on activity relating to student welfare and wellbeing, liberation, equality, diversity, and inclusion, requiring an in-depth awareness and understanding of both student-led and institutional work in these areas.</p> <p>While our student representatives gather feedback and identify emerging issues, and our Advice Place team provide 1-2-1 support and guidance for students in challenging circumstances, your role is to use this information to inform the organisations strategic approach to these issues.</p> <p>Alongside colleagues in the Representation and Democracy team, they empower our five Sabbatical Officers – and particularly the Vice Welfare – to pursue their objectives, providing advice on achieving social and institutional change, as well as project planning and professional support.</p> <p>They are also the key staff contact for the Students' Association's five Liberation Officers who represent Black and Minority Ethnic (BME), disabled, LGBT+, trans and non-binary, and women students. Again, they are responsible for providing project planning and professional support, as well as insight into how the Officers can best achieve their objectives, and build their student communities.</p> <p>This role also includes significant elements of project management, particularly in relation to the Students' Association's work on mental health; equality, diversity, and inclusion; and our Liberation History Months, as well as training delivery to student leaders on issues on relevant topics.</p>	
Main Duties and Responsibilities	
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Act as the Students' Association's lead staff member on issues relating to student welfare and wellbeing, liberation, equality, diversity, and inclusion, articulating and amplifying the student voice to an extensive network of University and external stakeholders. • Maintain an in-depth awareness and understanding of, and engagement with both student-led and institutional work relating to student welfare and wellbeing, liberation, equality, diversity, and inclusion. • Provide expertise, advice and support, including project planning, to Sabbatical Officers – particularly the Vice President Welfare – on issues relating to student welfare and wellbeing, liberation, equality, diversity, and inclusion, empowering them to achieve their objectives. • Provide expertise, advice and support, including project planning, to Liberation Officers, empowering them to achieve their objectives. 	

- Manage the dedicated Liberation Campaign social media channels and work in collaboration with the Students' Association's Marketing and Communications team to increase awareness of and engagement with our Liberation Officers and Campaigns.
- Oversee – in collaboration with the relevant Liberation Officers and student groups – delivery of the Students' Association's activity for a range of annual events related to liberation, equality, diversity, and inclusion, including Black History Month, Disability History Month, LGBT+ History Month, and International Women's Day.
- Upskill student leaders to work on issues relating to student welfare and wellbeing, liberation, equality, diversity, and inclusion, through the delivery of training, production of resources, and sharing of advice.
- Engage marginalised communities in our annual Elections, and empower students from those communities to feel confident standing as candidates, for our Liberation Officer positions, and other roles.

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 the delivery of key, organisation-wide projects including Welcome Week, University Open Days, and our annual 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 student leaders 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.
- 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.
- Commit to delivering the Students' Association's Strategic Plan.
- 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.

PERSON SPECIFICATION		
Job title:	Welfare and Liberation Coordinator	
Person Summary		
<p>We're looking for a confident and enthusiastic individual, with at least one year's professional experience of project management and campaigning for change, to join our tight-knit team, committed to empowering students to make their voices heard on the issues that matter to them.</p> <p>If you can not only cheerlead and champion our incredible student leaders, but also challenge them to think critically about their goals and how best to achieve them, then this could be the role for you.</p> <p>You'll need to be confident engaging with student activists and senior members of the University, maintaining an extensive network of stakeholders, and adapting your communication style – whether verbal or written – to suit a range of audiences and ensure you're effective.</p> <p>We want a team player who isn't afraid to lend a hand to colleagues, but you also need to be able to make the most of the autonomy you'll have over your own projects, and prioritise competing demands to achieve successful outcomes.</p>		
Required Experience	Essential	Desirable
Experience of project management, including the development, delivery, and evaluation of complex projects	X	
Experience of change-making, including the development, delivery, and evaluation of a variety of campaigns	X	
Experience of events management, including the planning, delivery, and evaluation of individual events and events programmes	X	
Experience of volunteer management and development	X	
Experience of maintaining and developing large stakeholder networks	X	
Experience of social media management, including Facebook and Twitter	X	
Experience of working alongside and empowering marginalised groups, including Black and Minority Ethnic, disabled, LGBT+, and women communities		X
Experience of working within membership organisations, particularly students' unions, and alongside elected representatives		X
Experience delivering training, particularly on topics related to student welfare and wellbeing, liberation, equality, diversity, and inclusion		X
Functional Skills and Proficiency	Essential	Desirable
An in-depth knowledge and understanding of issues relating to student welfare and wellbeing, liberation, equality, diversity, and inclusion	X	
The ability to effectively manage a busy workload with competing priorities and multiple stakeholders	X	
Strong written and verbal communication skills, with the ability to adapt your communication style to a range of audiences	X	
A high level of attention to detail, both in written communication and data management	X	

The ability to sensitively manage emotive topics, including a working understanding of confidentiality and anonymity	X	
The ability to work effectively as part of a team and independently, managing your own workload	X	
The ability to motivate and engage others with your passion and enthusiasm	X	
Knowledge and understanding of current and emerging trends in Higher Education, particularly in relation to student welfare and wellbeing, liberation, equality, diversity, and inclusion		X
Training and Qualifications	Essential	Desirable
At least one year of relevant professional experience	X	
Our Purpose		
To enhance student life at the University of Edinburgh by providing representation, services, activities and support.		
Our Principles		
<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"> • Student led – prioritise work and services that matter to students • Power to change – be strong representatives, campaigning for students • Diverse student communities – a sense of belonging for all • Open and helpful – in our communications and interactions • Collaboration – harnessing the benefits of working together • Ethically and environmentally responsible – conscious of our impact • Social enterprise – trading, with multiple benefits for our members 		