

<b>JOB DESCRIPTION</b>	
<b>Job title:</b>	<b>Academic Engagement 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>NA</b>
<b>Revision Date:</b>	<b>June 2022</b>
<b>Job Purpose</b>	
<p>The Academic Engagement Coordinator oversees delivery of the Students' Association's academic representation system, from recruitment and induction to ongoing volunteer development and community building, requiring a high level of organisation and attention to detail.</p> <p>As the key staff contact for the Programme and School Representatives, they are responsible for providing project planning and professional support, as well as insight into how Representatives can best achieve their objectives.</p> <p>To support this work, the Academic Engagement Coordinator must maintain a large network of staff contacts across the University, be confident engaging in stakeholder management, and have excellent written and verbal communication skills.</p> <p>Alongside colleagues in the Representation and Democracy team, they also empower our five Sabbatical Officers – and particularly the Vice Education – to pursue their objectives, providing advice on achieving institutional change, as well as project planning and professional support.</p> <p>In addition, the Academic Engagement Coordinator is responsible for delivering the Students' Association's annual student-led Teaching Awards, a year-round project culminating in the Spring with a shortlisting process and ceremony.</p>	
<b>Main Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Maintain an in-depth awareness and understanding of, and engagement with both student-led and institutional work relating to learning, teaching, and the academic experience.</li> <li>• Oversee the delivery and continuous development of the Students' Association's academic representation system, including the recruitment, induction, and ongoing development of over 1300 Programme Representatives, School Representatives, and student representatives on College and University-level committees and review panels.</li> <li>• Provide expertise, advice and support, including project planning, to Programme and School Representatives, empowering them to achieve their objectives.</li> <li>• Provide expertise, advice and support, including project planning, to Sabbatical Officers – particularly the Vice President Education – on issues relating to learning, teaching, and the academic experience, empowering them to achieve their objectives.</li> <li>• Maintain an extensive network of University and external stakeholders, and utilise these relationships to support and develop the Students' Association's academic representation system.</li> </ul>	

- Deliver the Students' Association's annual student-led Teaching Awards, a year-round project culminating in the Spring with a shortlisting process and ceremony.

#### **Key Relationships**

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

- The Sabbatical Officer team, particularly the Vice President Education.
- Relevant student representatives, particularly the Programme and School Representatives.
- 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 in the University's Academic Services team and professional services staff in Schools and at the College level.
- Staff and elected Officers within the National Union of Students.
- Staff within Student Partnerships in Quality Scotland (sparqs)

#### **Additional Information**

- The Student Association's overall ambition 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' Our staff are essential to fulfilling this ambition.
- A commitment to the delivery of the Students' Association's Strategic Plan through the implementation of departmental plan activities.
- A positive and respectful attitude to all Students' Association staff, its management, the organisation as a whole, and its members, clients and partners.
- Ensure that every student, staff member or visitor using any of our services has the best possible experience of that service and of the Students' Association as an organisation.
- Adhere to and support Students' Association's Ethical, Environmental and Health and Safety policies and procedures.
- A commitment to training and development of self and others.
- Any other appropriate duties as reasonably required by your line manager, Departmental manager or Senior Management.

<b>PERSON SPECIFICATION</b>		
<b>Job title:</b>	<b>Academic Engagement Coordinator</b>	
<b>Person Summary</b>		
<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 volunteers 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 and long-term strategic projects to achieve successful outcomes.</p>		
<b>Required Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of project management, including the development, delivery, and evaluation of complex projects	X	
Experience of volunteer management and development	X	
Experience of maintaining and developing large stakeholder networks	X	
Experience delivering training, both online and in-person	X	
Experience of working in a Higher Education setting, and/or experience of working within membership organisations, particularly students' unions, and alongside elected representatives		X
Experience of events management, including the planning, delivery, and evaluation of individual events and events programmes		X
<b>Functional Skills and Proficiency</b>	<b>Essential</b>	<b>Desirable</b>
An in-depth knowledge and understanding of issues relating to learning, teaching, and the academic experience in a Higher Education context	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 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 learning, teaching, and the academic experience		X

Training and Qualifications	Essential	Desirable
At least one year of relevant professional experience	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>		