Edinburgh University Students' Association

| JOB DESCRIPTION | |
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| **Job title:** | **Student Opportunities Coordinator (Peer Learning & Support)** |
| **Reports to:** | **Student Opportunities Coordinator (Peer Learning & Support Lead)** |
| **Department:** | **Student Opportunities** |
| **Direct Reports:** | **N/A** |
| **Revision Date:** | **December 2022** |

## Job Purpose

The Peer Learning & Support Coordinator is responsible for supporting the development and expansion of peer learning & support systems across the University of Edinburgh, enabling all students' access to peer learning & support 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.

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, Engagement and People Development Team at the Students' Association (which also includes The Advice Place, Student Voice and People & Development), and works collaboratively with colleagues in relation to a number of events, initiatives and activities related to student development.

## Main Duties and Responsibilities

**Main Duties**
- Contribute to the development and coordination of Peer Learning & Support Schemes throughout the University, in collaboration with students, and academic staff.
- Contribute to the Peer Learning and Support agreed team goals.
- Provide line management to one staff member within the Department.
- Provide regular support and guidance to the relevant School Senior Leaders (not line management).
- Support with the recruitment, coordination, development and delivery of peer learning & support Student Leader training, with support from the wider team.
- Develop and maintain relevant resources, supporting materials and toolkits.
- Undertake project work spanning across the Student Opportunities Team, including – but not limited to – The Student Opportunities Development Fund, The Student Awards, Student Development Workshop Calendar, Communications Plan etc.
- Support with the expansion and development of pre-existing Peer Learning & Support Schemes, as well as areas with gaps in provision identified.
- Collaborate with the Societies team to provide tailored support to Academic Societies, supporting them to create strong links with school contacts and school based peer support schemes to facilitate strong school communities.

**Development and Events**

- Lead on the delivery of the Edinburgh Award on behalf of the Student Opportunities Department.
- Set up new schemes and student-led initiatives through all stages of development. This would include focus groups, surveys, outreach to schools, meeting with school academic and professional services staff and recruiting Leaders. Establish the needs of the school in regards to Peer Learning and Support provision, with clear aims, objectives and desired outcomes outlined. Set up new schemes and student-led initiatives through all stages of development. This would include focus groups, surveys, outreach to schools, meeting with school academic and professional services staff, and recruiting Leaders. Establish the needs of the school in regards to Peer Learning and Support provision, with clear aims, objectives and desired outcomes outlined, and an action plan of progress created.
- Develop and embed handover processes and committee training to ensure Schemes are sustainable and student-focused.
- Undertake exploratory research into online and in-person learning platforms, tools and resources to aid PLS sessions, and to incorporate students interaction.

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

- To carry out independent research into the impact of peer learning and support strategies to increase student engagement.

- To participate in wider research projects related to peer learning & support and to scope and seek funding for new projects as appropriate.

- In collaboration with the Peer Learning & Support team, ensure observations and debriefs are taking place with in all Peer Learning & Support schemes.

- Ensure appropriate evaluation mechanisms are in place and all peer learning Schemes complete all reporting requirements at key points in the semester.

- To support with the collation, processing and evaluation of attendance and satisfaction data from Peer Learning & Support Schemes.

- To support the Peer Learning & Support team lead on reporting for Peer Learning & Support Schemes, and to create reports relevant to the various relevant stakeholders.

**Promotion**

- Working in partnership with the Peer Learning and Support team to coordinate and supervise the promotion of Peer Learning & Support Schemes centrally, ensuring all incoming students have access to their relevant Peer Learning provision. Working with student services staff to ensure documentation goes out in pre-arrival and induction packs, course handbooks, timetables, School, Student Association and University websites, and other relevant areas for incoming students.

- Working in partnership with the wider Peer Learning and Support team coordinate project communications and promotion.

**Building Relationships**

- 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, attendance at events, consulting on the expansion and development of Peer Learning provisions and ensuring all issues or concerns that may arise are dealt with efficiently.

- Work with relevant stakeholders both across and external to the wider university, develop online tools to support the development of student Leaders' work and access to resources - for example SUMS capabilities, LEARN area, training modules etc.

- Attend wider university forums and meetings to maintain up to date information on all matters concerning student development and wellbeing, including regular meetings with relevant elected student representatives, and other university professional services networks.

- Active involvement in Academic Peer Learning Network, SI-PASS Centre at University of Lund – including adherence to SI-PASS recognised practice, and wider Peer Assisted Learning networks to maintain up to date information on developments and opportunities within Peer Assisted Learning, as well as sharing best practice.

**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.

- Coordinate opportunities for networking and best practice sharing with Peer Learning and Support Leaders, through a range of events, workshops, drop-ins and networking opportunities.

**Key Relationships**

- Head of Student Opportunities
- Student Opportunities Coordinator (Peer Learning & Support Lead)
- Student Opportunities team
- Relevant staff within the University
- School Senior Leaders and Committee members
- Membership, Engagement and People Development teams
- Sabbatical Team and other elected representatives
- External stakeholders, including University academic, administrative and support staff.

**OTHER:**

- 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.

| PERSON SPECIFICATION | |
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| **Job title:** | Student Opportunities Coordinator (Peer Learning & Support) |

**Person Summary**

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.

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.

| Required Experience | Essential | Desirable |
|---|---|---|
| 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 users of a service to become autonomous and self-reliant | 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 |
| **Functional Skills and Proficiency** | **Essential** | **Desirable** |
| 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 | |

| | Essential | Desirable |
|---|---|---|
| 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 |
| **Training and Qualifications** | **Essential** | **Desirable** |
| Undergraduate degree in a relevant discipline | X | |
| Qualification in education, or a related subject | | X |

## Our Purpose

**To enhance student life at the University of Edinburgh by providing representation, services, activities and support.**

## Our Principles

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.

- **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