



## ***Team Lead: Student Engagement***

Come join us and make a difference to the lives of students!

We're looking for someone to manage and develop our Student Engagement Team and to support the wider work of our organisation by delivering on short and medium-term projects.

### **Who are we?**

Edinburgh Napier Students' Association (that's 'ENSA' to our friends) exists to enable students to make the most of their university experience. We do this by representing, supporting and developing Edinburgh Napier students to be successful in their studies; to try out new things; to engage in, and contribute to, university life; to be healthy and happy; to bring about positive change; and to have fun.

### **About the post...**

The purpose of this post is to provide leadership for the Student Engagement Team and increase participation in student life; support Elected Officers to deliver on their manifestos; contribute to ENSA's financial sustainability through income generation; carry out a range of projects to underpin the work of the organisation; and deputise for the CEO.

### **To be successful in this role, you should be...**

- Flexible and adaptable – you love that no two days are the same
- Able to lead a small team to make a big impact for students
- Comfortable with tech and able to pick up new digital tools quickly
- Competent analysing data, creating spreadsheets and writing reports
- A good communicator and team-player
- Confident negotiating deals for ENSA (eg a contract with a nightclub or kit supplier)
- A problem-solver and 'fixer', proactive in looking for ways to improve the way we work

**We offer...**

- 38 days of annual leave
- a 35 hour work week
- a salary range of **£31,700 - £36,000**
- a range of learning and development opportunities through our university partner
- hybrid working – the opportunity to work up to two days at home
- a chance to work with a great team, thoroughly committed to improving the student experience

**The post-holder will...**

- report directly to the CEO
- be based at our offices at the Merchiston Campus in Edinburgh with some travel to the Craiglockhart and Sighthill Campuses

Key Responsibilities**Leadership and management / people-development**

- Line manage the Student Engagement Team (Head of Events & Campaigns, Head of Representation & Leadership Development and Head of Student Activities)
- Lead the Student Engagement Team in developing operational plans to deliver against ENSA's strategic priorities as set out in the Strategic Plan 2021-2024
- Mentor and support Elected Officers to deliver their manifestos and campaigns

**Project management**

- Identify opportunities for, and support, the organisation in using technology to improve delivery
- Organise, lead and execute short-term projects within and beyond the Student Engagement Team

**Stakeholder engagement**

- Negotiate commercial deals contributing to ENSA's financial sustainability through income generation
- Build and maintain partnerships with the University and other relevant bodies to deliver high quality opportunities and services for students

### **Contribute to the efficient running of ENSA**

- Work collaboratively and flexibly across the organisation, enhancing ENSA's resilience
- Seek out and learn from good practice elsewhere in the sector to improve ENSA's offer
- Serve as Data Protection Officer ensuring compliance with GDPR
- Deputise for, and support, the CEO

*The principal role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.*

### **Person specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Degree	
<b>Experience</b>	Experience managing staff and/or volunteers  Delivering projects and programmes on time and within budget  Motivating, supporting and mentoring others to deliver projects and programmes  Working with young people / students or volunteers  Building and maintaining networks and partnerships  Using a variety of digital tools	Experience working in the higher education or college sector

<b>Knowledge</b>	<i>Evidence of:</i>  Good knowledge of the higher education sector  Understanding of the student experience and of student interests and concerns	Knowledge of GDPR protocols
<b>Skills</b>	<i>Ability to:</i>  Operationalise strategy to deliver objectives  Mentor and develop others  Problem-solve  Work and communicate with a diverse range of people from different backgrounds and with different perspectives  Influence and negotiate  Set team objectives and performance manage staff to deliver  Use the full range of Microsoft Office package  Learn new digital tools quickly  Prioritise work and meet deadlines	Use digital tools for creating forms and workflows

	Juggle a number of projects and priorities at once	
<b>Attributes</b>	<p>Strong commitment to personal and professional development</p> <p>Excellent interpersonal skills</p> <p>Customer service oriented</p> <p>Commitment to equal opportunity</p> <p>Enthusiastic team-player</p> <p>Respectful and respected member of staff</p> <p>Flexible and resilient</p>	

**Eligibility:** You must, at the time of application, have the right to work in the UK on an *unrestricted* basis.

**To apply:** Fill in the [application form](#) and send it to [HR@napierstudents.com](mailto:HR@napierstudents.com). \* You may also submit a CV; however, please note that CVs will not be accepted in lieu of an application form.

**Closing date:** **Monday, 17 July 2023 at noon**

**Interviews:** Interviews will be held at the Merchiston Campus week commencing 24 July 2023.

\*If you have trouble using the [HR@napierstudents.com](mailto:HR@napierstudents.com) address, please contact our main email account to let us know ([ENSA@napier.ac.uk](mailto:ENSA@napier.ac.uk)). Please do not send your application to the main account.