

JOB DESCRIPTION	
Job title:	Student Opportunities Officer (Peer Learning and Support)
Reports to:	Student Opportunities Coordinator (Peer Learning and Support Lead)
Department:	Student Opportunities
Direct Reports:	N/A
Revision Date:	June 2024
Job Purpose	
<p>The Student Opportunities Officer (Peer Learning and Support) is responsible (as part of a team of 4) for supporting the development and expansion of peer-led activity across the University of Edinburgh, enabling all students to enhance their 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.</p> <p>This is a collaborative role which sits within the wider Student Opportunities team (10 in total), with a specific remit of supporting the development of Peer Learning and Support. This involves contributing to the forming of a 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 Directorate at the Students' Association (which also includes The Advice Place, Student Voice, and People and Development teams), and works collaboratively with colleagues in relation to a number of events, initiatives and activities related to student support and development.</p>	
Main Duties and Responsibilities	
<p>Main Duties</p> <ul style="list-style-type: none"> • Assist on the development, expansion and support of Peer Learning and Support Schemes throughout the University, in collaboration with students and staff. • Provide practical advice, information and support to Student Leaders and participants through regular communication (both in person and remotely) by responding to day-to-day enquiries, and flagging larger issues to management where necessary. • Assist students and staff in identifying innovative good practice relating to Peer Learning and Support activities and seek to replicate this within other Schools/Colleges. • Support the recruitment, coordination, development and delivery of Peer Learning and Support Student Leader training, alongside the wider team. • Work with Student Opportunities colleagues to build relationships with Academic and Welfare focused Societies to facilitate collaboration with Peer Learning and Support Schemes, ensuring a joined up approach to support for Student Groups. • Collaborate with the relevant School Senior Leaders to ensure all supported programmes are delivered in partnership. 	

- Lead on the day to day delivery of the Department's student development provision, including workshops, awards and recognition.
- Provide practical support as part of a team to enable the successful delivery of key annual events for Peer Learning and Support, Societies, Global and Volunteering among others, and Association-wide collaborative activities including Welcome Week, Open Days etc.
- Support the planning, delivery and administration of training, events and other initiatives.
- Work as part of the Student Opportunities team to ensure a full service is provided at all times, providing cover as necessary.
- Contribute to the Student Opportunities agreed team goals.

Scheme Development

- When assisting the Coordinator in setting up new Schemes and undertaking re-designs, consult with students and staff in Schools to determine which type of peer-led activity meets their needs (covering the aims, objectives and desired outcomes of each Scheme). For example, through focus groups, surveys, semi-structured interviews etc. to ensure Schemes are relevant, high-quality and bespoke.
- Ensure handover and Committee training processes are being followed to ensure Schemes are sustainable and student-focused.

Research, Impact, Quality Assurance & Evaluation:

- Ensure observations/debriefs are taking place in all Peer Learning and Support Schemes.
- In conjunction with Student Leaders and relevant staff, support peer-led Schemes to submit their Annual Reports as part of their handover and sustainability.
- To lead on the collation, processing and evaluation of attendance and satisfaction data from Peer Learning and Support Schemes.

Marketing and Communications

- Working in partnership with the wider team, coordinate and supervise the promotion of peer-led activity centrally, ensuring documentation goes out in pre-arrival and induction packs, course handbooks, timetables, School, Student Association and University websites throughout the year.
Work with the Students' Association Marketing and Communications team and Events team to ensure Student Opportunities activities are well marketed and supported.
- Encourage Peer Learning and Support Schemes to self-promote via the development of a robust web presence, including arranging access to website and related training.
- Work with the wider Student Opportunities Team to ensure regular effective communication with Student Groups, including newsletters and social media.
- Develop and deliver (in collaboration with Marketing and Communication) mechanisms for promoting, sharing and celebrating individual/group activities and achievements with the wider membership.

Coordination and Support

- Work as part of a team to ensure the successful development and implementation of Student Opportunities processes and procedures, including applications for new Schemes and funding applications.

Other shared responsibilities/expectations:

- Shared responsibility for recording procedures and ensuring all records in relation to student data record keeping, attendance data and scheme reporting are appropriately maintained and updated regularly.
- Contribute to the maintenance of Peer Learning Support groups & resources available for all student groups via our web provider SUMs (Students' Union Management System)
- Take part in relevant appraisals and development opportunities.
- As a member of the Student Opportunities team, the Peer Learning and Support Officer will participate in and contribute to relevant departmental, Association-wide and University meetings and events.

Key Relationships

- Head of Student Opportunities
- Peer Learning & Support Coordinators
- 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		
Job title:	Student Opportunities Officer (Peer Learning and Support)	
Person Summary		
<p>A confident and experienced trainer with excellent communication, interpersonal, organisational and IT skills. The post holder will have a proven track record of providing both administrative and operational support for volunteers. 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, who takes pride in their work and that of their team.</p>		
Required Experience	Essential	Desirable
Knowledge of Peer Learning and Support		X
Managing and supporting volunteers	X	
Delivering training and developing training materials	X	
Providing advice and guidance to others	X	
Developing and implementing activities and/or events	X	
Supporting service users to become self-reliant learners	X	
Experience of forming strong and lasting relationships with students or staff	X	
Experience of producing publicity and information materials, including online resources		X
Experience of working in a university setting		X
Experience of undertaking consultation and fact finding activities		X
Functional Skills and Proficiency	Essential	Desirable
Strong organisational and administrative skills with the ability to work independently, managing competing priorities and planning appropriately	X	
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	
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	X	
Excellent IT skills, including proficiency in the use of Microsoft Office, internet and social media channels	X	
A basic knowledge of the Higher Education system and current academic and welfare issues		X
Training and Qualifications	Essential	Desirable
Undergraduate degree	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 		