

JOB DESCRIPTION	
Job title:	Academic Engagement and Policy Coordinator
Reports to:	Student Voice Manager
Department, Directorate:	Student Voice, Membership Support and People Development
Direct and indirect reports:	NA
Salary band:	D
Revision Date:	June 2025
About us	
<p>Edinburgh University Students' Association is an award-winning organisation, which exists to provide diverse services, representation, and welfare support to the community of over 49,500 students at the University of Edinburgh.</p> <p>By providing opportunities, helping to create change and offering support, we're here to help students get the most out of their time in Edinburgh. We have five venues around the University of Edinburgh campus – Teviot Row House, King's Buildings House, Potterrow, the Pleasance and Edinburgh College of Art's Wee Red Bar – which house our offices, cafés, bars, clubs, spaces for students to meet, study and socialise. These spaces transform into some of the most well-loved Edinburgh Festival Fringe venues throughout the month of August each year.</p> <p>We are a registered charity and all of the income we generate from our commercial activity goes back in to supporting our members. We're also an organisation with a strategic commitment to support and empower all our staff and have some exciting plans for the future. There's never been a better time to apply and join our organisation.</p> <p>We are an equal opportunities employer and we welcome applications from all suitably qualified persons. Edinburgh University Students' Association is committed to promoting equal opportunities in employment and encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.</p>	
Our purpose	
To enhance student life at the University of Edinburgh by providing representation, services, activities and support.	
Our ambition	
By 2026, 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 values	
Our values make a fundamental difference in delivering our purpose by driving success and achieving the vision as a collective responsibility. They help to motivate, inspire dedication, and elevate a sense of pride in working for the Association.	

These values are at the heart of how we work, and determine the behaviours that we demonstrate in our daily activities:

- Collaboration & Teamwork
- Support & Inclusion
- Recognition & Respect
- Transparency & Trust
- Growth & Development

#### **Strategic purpose of this role**

The Academic Engagement and Policy 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.

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.

To support this work, the Academic Engagement and Policy 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.

Alongside colleagues in the Student Voice team, they also empower our five Sabbatical Officers – and particularly the Vice President Education – to pursue their objectives, providing advice on achieving institutional change, as well as project planning and professional support.

In addition, the Academic Engagement and Policy 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.

#### **Main duties and responsibilities**

Maintain an in-depth awareness and understanding of, and engagement with, both student-led and institutional work – both policy and practice – relating to learning, teaching, and the academic experience.

Oversee the delivery and continuous development of the Students' Association's academic representation system, including the recruitment, induction, and ongoing development of over 1300 Undergraduate and Postgraduate Programme and School Representatives, University-wide Postgraduate Representatives, and student representatives on College and University-level committees and review panels.

Provide expertise, advice and support, including project planning, to Programme and School Representatives, empowering them to achieve their objectives and develop personally and professionally.

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.

Maintain an extensive network of University and external stakeholders, and utilise these relationships to support and develop the Students' Association's academic representation system, and wider work relating to learning, teaching, and the academic experience.

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

Any other appropriate duties as reasonably required by your line manager, departmental manager or senior manager in delivering our strategic purpose and priorities.

#### **Key relationships**

As well as working alongside the Student Voice Manager, and colleagues in the Student Voice team, particularly the Student Voice Administrator, 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.
- 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 in the wider Higher Education sector, including at other institutions and within sector organisations such as Student Partnerships in Quality Scotland (sparqs) and AdvanceHE.
- External political and community stakeholders.

PERSON SPECIFICATION		
Job title:	Academic Engagement and Policy 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 both 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.</p> <p>You'll regularly face long sets of papers and complex policies, so will need an eye for detail to ensure nothing gets missed and students are able to feed-in effectively.</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>		
Experience	Essential	Desirable
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 and diverse stakeholder networks	X	
Experience delivering training, both online and in-person	X	
Experience writing and/or reviewing policy	X	
At least one year professional experience	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
Knowledge & skills	Essential	Desirable
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
<b>Attitude</b>	<b>Essential</b>	<b>Desirable</b>
The ability to interact warmly and professionally with colleagues, students, and other stakeholders	X	
The ability to work collaboratively with colleagues, delivering on individual and organisational objectives	X	
A willingness to engage in good faith with diverse perspectives, including on contentious and emotive topics	X	
A solution-focused approach to problem solving	X	
A sense of pride in and enthusiasm for your work, and belief in the importance of student voice	X	