

JOB DESCRIPTION	
Job Title:	Student Opportunities Officer (International) 0.5FTE
Reports To:	Student Opportunities Coordinator (Societies)
Department/Directorate:	Student Opportunities
Direct/Indirect Reports:	N/A
Salary Band:	C
Revisions Date:	May 2026
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. 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, 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	
<p>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.</p> <p>These values are at the heart of how we work, and determine the behaviours that we demonstrate in our daily activities:</p> <ul style="list-style-type: none"> • Collaboration & Teamwork • Support & Inclusion • Recognition & Respect • Transparency & Trust • Growth & Development 	

<p>Strategic Purpose of the Role</p> <p>The Student Opportunities Officer (International) leads on the Students' Association's work to empower student leaders and groups to deliver engaging and inclusive activities for international students and non-international students who are interested in cultural exchange, with the goal of creating a community of truly global citizens.</p> <p>You will be the key staff contact for our four international peer support programmes:</p> <ul style="list-style-type: none"> • Global Buddies • Tandem Language Exchange • International Foundation Programme (IFP) • English as a Second Language PALS (ESL PALS) <p>You will oversee volunteer recruitment, induction, and training, as well as the strategic development of the schemes, ensuring as many students as possible have access to these opportunities.</p> <p>You will also collaborate with our cohort of international and multicultural societies to produce key events and activities, particularly during busy periods such as Welcome Week and Give it a Go Week.</p> <p>This role will sit within the Societies team, and you will also work closely with the team and wider department to support on key projects throughout the year. You will collaborate especially closely with our Peer Learning and Support team within the department to ensure a coordinated approach to volunteer recruitment, training and support.</p>
<p>Main Duties and Responsibilities</p> <p>Lead on the recruitment, induction, and training of student leaders and provide ongoing support through responding to enquiries, attending meetings, and organising events.</p> <p>Deliver, evaluate, and enhance key projects within the Students' Association's Global portfolio, in partnership with student leaders and relevant colleagues.</p> <p>Ensure that opportunities, activities, and achievements related to Global activity and relevant to international students are well-advertised to students, in partnership with relevant colleagues.</p> <p>Coordinate the Students' Association's involvement in the University's September and January welcome activities for new international and visiting students, in partnership with relevant colleagues.</p> <p>Develop and maintain positive working relationships with student leaders involved in international and multicultural student groups, and where relevant engage them in the Association's work.</p> <p>Provide support to the various relevant inboxes within the Student Opportunities team.</p> <p>Report on development activity to the various relevant stakeholders.</p> <p>Develop operational tools to support student Leaders' work and access to resources - for example training modules, toolkits etc.</p> <p>Ensure handover and training processes are being followed to ensure schemes are sustainable and student-focused.</p> <p>Undertake internal collaborative work on key priority projects in line with departmental and organisational objectives, including Elections, Welcome Week, Give it a Go, and Student Leader inductions.</p>
<p>Promotion</p> <ul style="list-style-type: none"> • Working in partnership with the wider department to coordinate project communications and promotion.
<p>Building Relationships</p> <ul style="list-style-type: none"> • Maintain strong and positive relationships with our key contacts across the Association, the University and wider community. • Work with relevant internal and external stakeholders.



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 as part of the Societies team and colleagues in the Student Opportunities department, you'll be working with:

- Relevant student leaders and groups, including the Global Buddies, Tandem, IFP, and ESL PALS committees.
- Student Sabbatical Officers.
- Student leaders across over 400 groups and societies, as well as the wider student body.
- Colleagues across the Membership Support and People Development directorate, as well as staff across the Students' Association.
- The Marketing and Communications, Business Development, and Venue Operations teams.
- Relevant staff across the University, including Edinburgh Global and the Induction team.

PERSON SPECIFICATION		
Job Title:	Student Opportunities Officer (International) 0.5FTE	
Person Summary		
<p>You will be a confident and experienced project worker with excellent communication and interpersonal, organisational and IT skills. As the front line of support for our members, you will be a natural people-person with a flair for on-the-spot problem-solving, an ability to stay calm under pressure, and a natural warmth.</p> <p>You will work in partnership with our incredible volunteer student leaders to ensure our Global programmes are running smoothly, and develop and enhance them based on student feedback and robust evaluation.</p> <p>You must be able to maintain a large network of staff contacts across the Students' Association and University, be confident in stakeholder management, and have excellent written and verbal communication skills. Customer satisfaction and service excellence will be central to your work with a consistently professional approach to your duties and keen attention to detail.</p> <p>You will be motivated by working in a complex multi-disciplinary environment, engaging effectively and proactively with all departments across the Association to provide the very best for our members.</p>		
Knowledge & Skills (What they know and what they can do)	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 written and verbal communication skills, with the ability to adapt your communication style to a range of audiences	x	
An understanding of the diverse profile of University of Edinburgh students, and the issues they face.		x
Strong organisational and administrative skills with the ability to work independently and prioritise appropriately.	x	
Working knowledge of information-gathering tools such as online surveys.	x	
A good knowledge of the Higher Education system and current social and welfare issues.		x
Excellent data gathering and management skills including experience of undertaking consultation and fact-finding activities	x	
Strong IT skills to enable proficient use of platforms including Microsoft Office, SUMS, Basecamp, Canva, social media channels.	x	
Coaching skills to support students.		x
Qualifications	Essential	Desirable
Undergraduate degree in a relevant discipline.	x	
Qualification in informal education, learning in the community, community education or a related subject.		x
Experience (What they have done)	Essential	Desirable
Experience of providing community-building or wellbeing or personal development opportunities for communities of shared experience.	x	
Demonstrable experience of managing and supporting volunteers.	x	
Experience – either personal or professional – and understanding of the issues impacting the international student experience	x	
Experience of project implementation.	x	



Experience of developing and delivering training.		x
Experience of working in successful teams and collaborating with others.	x	
Experience of undertaking consultation and fact-finding activities.		x
Experience of providing support and guidance to students, and other key stakeholders.	x	
Experience of forming strong and lasting relationships with a range of stakeholders.	x	
Experience of producing publicity and information materials, including online resources.		x
Experience of working in a university and/or Student union setting.		x
Demonstrable experience of using quality assurance techniques and project delivery, including evaluation.	x	
Attitudes (Ways of thinking and acting)	Essential	Desirable
A calm and pro-active approach to problem solving.	x	
A willingness and desire to work with a multi-disciplinary environment.	x	
A willingness/aptitude to work collaboratively with a variety of colleagues and stakeholders.	x	
A focus on delivering the best outcomes for students.	x	
Tact, diplomacy and clear boundaries when handling confidential and/or sensitivity information.	x	
A willingness to get involved in the wider activities of the Association.	x	
A commitment to the values of the organisation.	x	
A team player demonstrating a collaborative approach to tasks, projects, and wider service provision of the Association.	x	
Other Requirements Specific to the Role	Essential	Desirable
Available to work occasional evenings and weekends around key departmental/organizational activity.	x	
Available to work onsite in response to business needs – especially during periods of high demand	x	