

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	<b>Student Opportunities Officer (Peer Support)</b>
<b>Reports To:</b>	<b>Coordinator (Peer Learning and Support Lead)</b>
<b>Department/Directorate:</b>	<b>Student Opportunities</b>
<b>Direct/Indirect Reports:</b>	<b>N/A</b>
<b>Salary Band:</b>	<b>Band C</b>
<b>Revisions Date:</b>	<b>May 2026</b>
<b>About Us</b>	
<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>	
<b>Our Purpose</b>	
To enhance student life at the University of Edinburgh by providing representation, services, activities and support.	
<b>Our Ambition</b>	
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.	
<b>Our Values</b>	
<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"> <li>• Collaboration &amp; Teamwork</li> <li>• Support &amp; Inclusion</li> <li>• Recognition &amp; Respect</li> <li>• Transparency &amp; Trust</li> <li>• Growth &amp; Development</li> </ul>	



**Strategic Purpose of the Role**

The Officer (Peer Support) will empower students to take a holistic and autonomous approach to community building and facilitate the development and expansion of peer-led activity across the Association and the wider University environment.

This will include:

- Supporting school-based peer support programmes of activity in line with the Association's methodologies and approaches
- Leading the annual distribution of grants to students (Student Opportunities Development Fund)
- Developing evidence-based guides to support student-led community building and wellbeing activities
- Collaborating with departmental colleagues to empower students to lead community building activity (Blether Together)
- Working collaboratively with student sabbatical officers, staff, and the wider student body to develop robust, evidence-based plans for future community building events that celebrate the diversity of the student population
- Supporting a review of the Association's contribution to peer mentoring programmes across the university and associated change management plans

This role will also work as part of a team on delivering support for a wider range of student groups and will contribute to our overall objective of providing all students access to diverse, inclusive and innovative activities and developments, in order to enhance their student experience.

You will collaborate with colleagues within Student Opportunities and a variety of other teams across the Association, including planning for Welcome Week, Careers Fairs, National Volunteering Week, Give it A Go, Student Awards etc.

**Main Duties and Responsibilities**

Supporting school-based peer support programmes of activity in line with the Association's methodologies and approaches

Leading the annual distribution of grants to students (Student Opportunities Development Fund)

Developing evidence-based guides to support student-led community building and wellbeing activities

Collaborating with departmental colleagues to empower students to lead community-building activity (Blether Together)

Working collaboratively with student sabbatical officers, staff, and the wider student body to develop robust, evidence-based plans for future community building events that celebrate the diversity of the student population

Supporting a review of the Association's contribution to peer mentoring programmes across the university and associated change management plans

As a collaborative team, the post holder will also contribute to wider projects including:

- Provide practical support as part of team to enable successful delivery of project work across the Student Opportunities department, including – but not limited to – Staff L&D community of practice for student-facing L&D, The Student Opportunities Development Fund, The Student Awards, role-specific training courses, Communications Plan etc.
- Undertake internal collaborative work on key priority projects in line with departmental and organisational objectives, including Elections, Welcome Week, Give it a Go, Student Leader inductions.
- Carry out relevant business and financial processes accurately and in a timely way.

<ul style="list-style-type: none"> <li>• Provide support to the various relevant inboxes within the Student Opportunities team.</li> </ul>
<p><b>Programme/Project Development</b></p> <ul style="list-style-type: none"> <li>• Lead on the day-to-day delivery of the Department's peer support provision.</li> <li>• Support the planning, delivery and administration of training, events and other initiatives.</li> <li>• Measure impact and effectiveness to support the evolution of this area of work.</li> <li>• Support colleagues to build evidence of need to drive new provision, with clear aims, objectives and desired outcomes (e.g., through focus groups, surveys, outreach, and stakeholder engagement, for example).</li> <li>• Report on development activity to the various relevant stakeholders.</li> <li>• Develop operational tools to support student Leaders' work and access to resources - for example training modules, toolkits etc.</li> <li>• Ensure handover and Committee training processes are being followed to ensure Schemes are sustainable and student-focused.</li> </ul>
<p><b>Promotion</b></p> <ul style="list-style-type: none"> <li>• Work in partnership with the MarComms department to coordinate the promotion of development activity centrally, ensuring all students have access to their relevant information.</li> <li>• Working in partnership with the wider department to coordinate project communications and promotion.</li> <li>• Represent the department's contribution at meetings and forums, alongside the Coordinator (Wellbeing and Personal Development).</li> </ul>
<p><b>Building Relationships</b></p> <ul style="list-style-type: none"> <li>• Maintain strong and positive relationships with our key contacts across the Association, the University and wider community. This includes regular face-to-face meetings, email correspondence, attendance at events, consulting on the expansion of wellbeing and personal development agenda, ensuring opportunities, issues or concerns that may arise are dealt with efficiently.</li> <li>• Work with relevant internal and external stakeholders.</li> <li>• Alongside the Coordinator (Peer Learning &amp; Support) attend wider university forums and meetings to maintain up-to-date information on matters concerning students, including regular meetings with relevant elected student representatives, and other university professional services networks.</li> </ul>
<p><b>Coordination, Support and line management</b></p> <ul style="list-style-type: none"> <li>• Use robust administration processes are in place to support programme delivery, including use of SUMS, Teams, SharePoint and other platforms.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• A commitment to the delivery of the Students' Association's Strategic Plan through the implementation of departmental plan activities.</li> <li>• A positive and respectful attitude to all Students' Association staff, its management, the organisation as a whole, and its members, clients and partners.</li> <li>• 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.</li> </ul>



- 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 manager in delivering our strategic purpose and priorities.

**Key Relationships**

As well as working alongside colleagues in the Student Opportunities department, you'll also be engaging with:

- Participants (students and wider community users) engaging in learning, development and wellbeing activities.
- 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, Finance Team, Business Development and Venue Operations teams.
- Relevant staff across the University and wider community organisations.



PERSON SPECIFICATION		
<b>Job Title:</b>	<b>Student Opportunities Officer (Peer Support)</b>	
<b>Person Summary</b>		
<p>You will be a confident and experienced project worker with excellent communication and interpersonal, organisational and IT skills. You will have a proven track record of supporting peer support opportunities for young adults. 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 maintain high expectations of yourself and others, with a passion for supporting students to make connections and grow through wider personal development, who takes pride in your work and that of your team. 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>		
<b>Knowledge &amp; Skills (What they know and what they can do)</b>	<b>Essential</b>	<b>Desirable</b>
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	
An understanding of the diverse profile of University of Edinburgh students, and the issues they face.		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
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Undergraduate degree in a relevant discipline.	x	
Qualification in informal education, learning in the community, community education or a related subject.		x
<b>Experience (What they have done)</b>	<b>Essential</b>	<b>Desirable</b>
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 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	
<b>Attitudes (Ways of thinking and acting)</b>	<b>Essential</b>	<b>Desirable</b>
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	
<b>Other Requirements Specific to the Role</b>	<b>Essential</b>	<b>Desirable</b>
Flexibility to work evenings and weekends, typically around twice per month.	x	
Available to work onsite in response to business needs – especially during periods of high demand.	x	