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| **Job Title** | **Liberation and Campaigns Co-ordinator** |
| **Department** | **Student Engagement** |
| **Location** | **Student Centre, Talbot Campus but the post holder will be expected to attend other locations as necessary** |
| **Normal working hours** | **37 hours per week, Full time, Permanent**  **Some flexibility and evening work will be required around elections and executive meetings** |
| **Salary** | **£20,275 Grade 3:13** |
| **Accountable to** | **Democracy and Campaigns Manager** |

Bournemouth University students are part of one of the best Students’ Union in the UK…SUBU. As winners of the 2016 NUS Education Award and sector leaders for ‘Student Voice’ in the 2018 National Student Survey, SUBU consistently delivers an outstanding experience for its students.

**Purpose Statement:**

The purpose of the role is to deliver support for our student leaders who are working on liberation and campaigns, and support them to make an impact to improve the experience and wellbeing of students from liberation groups at SUBU. The role presents an exciting opportunity to be a key member of the newly formed Democracy and Campaigns department. The Co-ordinator will work with the breadth of liberation and under-involved groups represented by SUBU to ensure active and thriving networks are developed, liberation is celebrated within the SUBU community, and to remove barriers to participation and involvement in our work.

The role involves providing administrative support, advice and guidance to help the Liberation Officers pursue their objectives, while liaising with the Sabbatical Officers and colleagues in SUBUs Communications team to ensure that our work is effectively communicated to our members and other key stakeholders.

You will be a confident and enthusiastic individual, with excellent organisational and interpersonal skills, who has experience of working alongside and supporting diverse communities to achieve change. You will have the ability to lead projects independently and work collaboratively, responding sensitively to the needs of our students, and engaging a range of stakeholders in our work with your passion and commitment.

# Skills & Knowledge

* Experience and understanding of liberation, equality and diversity issues
* Demonstrable understanding of best practice in campaigning techniques and strategies
* Experience of developing and monitoring events, campaigns and projects
* Ability to manage and deliver diverse projects
* Excellent organisational skills
* Interpersonal skills with a wide variety of people
* Excellent communication skills (both verbal & written)
* Training skills
* Planning and development skills

# Competencies

* Energetic, enthusiastic and persistent
* Desire to work within a democratic student-led environment
* Able to overcome hurdles and problems in a constructive manner
* Commitment to promoting and advocating for equal opportunities, liberation and diversity
* Creative thinker
* Desire for making an impact
* Adept at working under pressure

## KEY PROCESSES

**(The % indicates the notional amount of time devoted to each of the processes within the job)**

# Communicating with others 30%

* Support our Liberation Officers to build communities, increase engagement, run events and achieve change
* Using a range of interpersonal skills to communicate with students, staff and external stakeholders from a variety of backgrounds.
* Fully utilising communication channels to increase student engagement in campaigns
* Monitor the progress of Liberation Officer projects, and ensure this is communicated to our members effectively
* Design and deliver training for students on achieving change, campaign design and engaging with our democratic structures
* Utilise a range of communication channels – email, social media, print media – to raise the profile of the Liberation Campaigns, their purpose, and projects
* Maintaining relationships with external partner organisations in order to deliver effective, impactful campaigns

# Planning, organising & developing ideas for improvement 30%

* Provide bespoke support for student liberation groups and networks, working to develop their leadership and advocacy skills, and working with relevant staff and Officers across SUBU to remove barriers to participation.
* In collaboration with relevant student groups and Sabbatical Officers, support the development and delivery of liberation history months, events, and actions ensuring these are well-supported, and meet their agreed objectives. Such events include Black History Month, LGBT History Month, Disability History Month, and International Women’s Day
* Develop strategies to improve student participation in elections, particularly from under-represented and hard to reach groups
* Coordinate actions across different stakeholders, ensuring that work with liberation groups is fully connected to the wider work of the union
* Maintain a strong and up-to-date working knowledge of relevant policies, legislation, and national and local issues relating to liberation, equality, and diversity
* To assist student leaders on implementing full event and activity plans, including risk assessments

# Reviewing & Evaluating 20%

* Working with student volunteers in the liberation campaigns to review and evaluate their effectiveness.
* Monitor the progress of Liberation Officer projects, and ensure this is communicated to our members effectively
* Produce reports and statistical analysis of data relating to the Students’ Union Campaigning activity
* Monitoring and reviewing new initiatives regularly

# Working with people 20%

* Establishing a working relationship with students, staff and external organisations
* Delivering a high quality customer service experience
* Provide support, guidance and advice to elected representatives in the development of policy
* Manage and deliver the training and induction of elected representatives, including the Liberation Officers

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**Criteria Essential/Desirable**

# Experience

* Knowledge of working in a students’ union or HE/FE D
* Experience and understanding of liberation, equality and diversity issues E
* Experience of helping people ‘realise their potential’ E
* Experience of planning & delivering events E
* Experience of planning and delivering campaigns E
* Experience of budget management E
* Experience of managing a range of projects E
* Experience in volunteer management D
* Experience of working with and supporting marginalised groups E

# Skills and Knowledge

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* Knowledge and experience using a CRM system D
* Proven ability to write and deliver training D
* Evidence of excellent planning and organisation E
* Ability to manage a varied workload E
* Understanding of campaign theory and what makes a successful campaign D
* Proven ability at helping others to achieve objectives E
* Understanding the role of staff in a democratic organisation D
* Ability to multi-task whilst ensuring tasks are completed to deadline E

# Personal Attributes

* Full commitment to equal opportunities E
* Ability to relate to and work with a diverse range of people E
* Commitment to excellent customer service E
* Ability to work effectively as part of a wider team E
* Attention to detail E
* A commitment to helping others develop and realise their potential E



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# The Students’ Union at Bournemouth University

# Application Form for position of: Liberation and Campaigns Co-ordinator

**Please** **ensure that you have read the accompanying information before completing this application form. Return your completed Application Form with the Equal Opportunities Monitoring Form, to** [**subu@bournemouth.ac.uk**](mailto:subu@bournemouth.ac.uk) **by midday on Friday 9th August 2019.**

## The Students’ Union has been an Investor in People since 1997.

## Section 1 – Personal Details

Surname: Initials:

Address:

Post Code:

Telephone (Daytime): Telephone (Evening):

E mail address:

## Section 2 – Education, professional qualifications and other training relevant to this post

Dates Name of Institution/Training Body Qualifications gained

#### Section 3 – Employment

##### Present or most recent employment

Post: From: To:

Employer’s name and address:

Brief outline of duties:

**Relevant employment experience** (most recent first). Please indicate both paid and unpaid work and continue on separate sheet if necessary.

Employer’s name and address From – To Post and duties

(state whether full

or part time)

###### **Section 4 – Information to support your application**

In answering the following questions, please continue on a separate sheet if you need to; equally it is not necessary to fill all the space.

* 1. Referring to the information pack, please describe how your previous experience would be useful in this post and why you believe you are the right person for the job.

4.2 From what you know about us, why do you think you would work well at SUBU?

Section 5 – References

We require two references, one of whom should be your current/most recent employer. References may be taken up in advance of the interview unless you indicate otherwise. In this event, please supply a third referee who could be contacted prior to interview. It is likely that an informal discussion will be held prior to interview with a senior member of staff (or officer) of your current employer. Please indicate whether this is admissible to you or not.

Name:………………………………….. Name:……………………………………….

Position:……………………………….. Position:…………………………………….

Address:……………………………….. Address:…………………………………….

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Daytime Tel: ………………………… Daytime Tel: …………………………

Email Address: …………………….. Email Address: ……………………………….

Able to contact: Yes/No Yes/No

Relationship to you: Relationship to you:

Section 6 – Declaration

Please state if you have any unspent criminal offences:

(You do not need to include any spent convictions under the Rehabilitation of Offenders Act 1974)

If yes, please give details:

I confirm that all information contained within this form is complete and correct to the best of my knowledge, and understand that any inaccuracies and omissions may result in future disciplinary action.

**Signed:………………………………………………….. Date:…………………………………**

Section 7 - SUBU Equalities and Diversities Monitoring Form

Personal data will be treated in strict confidence and the information on this form will be used for monitoring purposes only.

**Personal Details:**

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| --- | --- |
| Title: | Mr / Mrs / Miss / Ms / Dr / Other |
| Surname: |  |
| First Name: |  |
| Age: | 16-24  25-34  35-44  45-54  55+ |
| Gender: | Male  Female  Prefer not to select |
| Working Pattern: | Volunteer |

# Ethnic Origin: Please tick against one of the following

|  |  |  |  |
| --- | --- | --- | --- |
| 1. *Asian or Asian British*   Indian  Pakistani  Bangladeshi  Any other Asian background |  | 1. *Mixed*   White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background |  |
| 1. *Black or Black British*   Caribbean  African  Any other Black background |  | * 1. *White*   British  Irish  Any other White background |  |
| 1. *Chinese or other ethnic group*   Chinese  Any other |  | *Prefer not to select* |  |

**Religion or Belief: Please tick against one of the following**

|  |  |  |  |
| --- | --- | --- | --- |
| No religion |  | Jewish |  |
| Bahai |  | Muslim |  |
| Buddhist |  | Sikh |  |
| Christian |  | Other |  |
| Hindu |  | Prefer not to select |  |
| Jain |  |  |  |

**Sexual orientation: Please tick against one of the following**

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual |  | Gay Man |  |
| Gay Woman / Lesbian |  | Heterosexual / Straight |  |
| Prefer not to select |  |  |  |

**Disability: Please tick against one of the following**

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| Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995?  The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment, which has substantial and adverse long-term effect on his or her ability to carry out day-to-day activities. Conditions covered may include, for example severe depression, dyslexia, diabetes, epilepsy and arthritis.  Having read this do you consider yourself to be covered by the definition?  Yes  No  Prefer not to select  *If you answered yes, can you please indicate the day-to-day activities affected by your disability. (Please indicate as many as applicable)*  Eyesight  Mobility  Hearing  Speech  Manual Dexterity  Physical Coordination  Ability to learn or understand, or memory  Ability to lift, carry or move everyday objects  If you wish, please state your disability here:  Please give details of any special arrangements you may require:    *SUBU is collating information around disability in order to provide a productive working environment for its employees by reviewing barriers that prevent employees to work effectively.* |

Information given on this form may be used to update databases used to identify diversity

issues and the need for positive action, this data will be used for monitoring purposes only.

Only a small number of authorised people have access to diversity data held by SUBU.

### Thank you for completing this form