

Job Description

Student Engagement Assistant

Student Union

Student Union



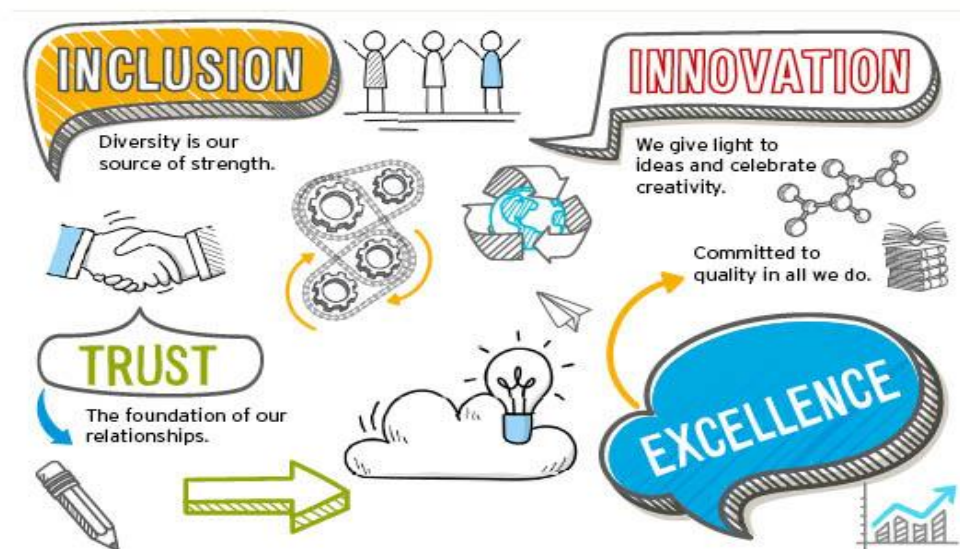
Brief summary of the role

Role title:	Student Engagement Assistant
Grade:	4
Faculty or Directorate:	Student Union
Service or Department:	Student Union
Location:	Student Central, University of Bradford
Reports to:	Student Engagement Manager
Responsible for:	
Work pattern:	Standard

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• A good standard of education including English and Maths Level 2 or equivalent qualification (or equivalent experience)
Desirable	

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Ability to use Windows based software applications ie Excel, Word, E-Mail and OneDrive• Experience of communicating with a wide range of people both face to face, via telephone and email in a professional manner.• Ability to organise own workload and prioritise appropriately with minimum supervision• Proficient in Microsoft Office products including spreadsheets.
Desirable	<ul style="list-style-type: none">• Experience of UBU procedures and systems; finance forms, website, events and regular session forms• Experience of working with others to achieve a shared team goal

	<ul style="list-style-type: none"> • Small Events Organising Experience
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Personal attributes

Essential	<ul style="list-style-type: none"> • Commitment to engage with and contribute actively to the aims and objectives of UBU • Commitment to engagement in positive working relationships • Understanding of the University's and UBU's commitment to Equality and Diversity • Committed to continuing personal/professional development
Desirable	<ul style="list-style-type: none"> • Empathetic and sensitive to the needs of others

Main purpose of the role

- To support the Student Engagement Team and the relevant Sabbatical Officers to deliver a high-quality administration service to all the students who are part of UBU Activities and Sports, Student Representatives and UBU Council.
- To work within the annual budgetary spend for student executives in societies, sports and campaigning.
- To provide admin support for the employment of students into voluntary community opportunities.
- To support the administration of student-led events, regular sessions and competitions including BUCS (British Universities and Colleges Sport) fixtures.

Main duties and responsibilities

1. To assist with the administration and governance of sports and activities groups, including being a designated contact for BUCS events and administration.
2. To provide high quality customer service to students in person and online, including providing advice on training, admin and finance.
3. To provide admin support for the student democracy functions of the union including council, student reps and campaigning officers.
4. To provide administrative support for the community volunteering programme.
5. To provide admin support for BUCS (British Universities and Colleges Sports) Fixtures including arranging fixtures each week in term time.
6. To provide admin support for Faculty and Programme Representatives, including supporting meetings and training, and tracking attendance.
7. To support the UBU reception rota.
8. To support UBU staff, sabbatical officers and committees with the organization, development and delivery of major events. This may involve occasional out of hours and weekend events and training development events.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.