



Job Title: Student and Education EDI Coordinator (Black Student Experience)

Grade: 6

Salary: £31,396 to £36,024 per annum

Department: Student and Academic Services

Hours/Contract: Full-time, permanent

Job Family: Management and Administration

Reference: 9589

Role Purpose

Make a vital contribution to enhancing the experience of our Black Students. Working on a newly designed programme to design, implement, deliver and monitor a variety of projects, initiatives, events and administrative duties in support of the University's strategic objectives.

Main Duties and Responsibilities

- Work with students to manage and deliver specific projects, schemes and areas of work to provide the correct interventions at the correct times to develop and improve our Black student experience. Ensure accuracy of information with regards to events, social media channels, designated websites, and online resources.
- Monitor and evaluate the impact and effectiveness of all the activities around our Black students' experience to ensure the high quality of the programme. Incorporate customer feedback mechanisms and undertake benchmarking to deliver continuous improvement.
- To provide professional, evidence-based and data-led advice and guidance to Schools and the Students' Union in relation to improving the Black Student Experience at the university.
- To act as Secretary to the Black Student Experience Programme governance structure, working proactively with the Chair(s) to manage business effectively and drafting papers, reports and minutes to a high standard.
- To develop a breadth of knowledge of the work of Education Services and contribute to all aspects of its work as required, including working with senior staff to initiate change and improvements, and to contribute to the work of Student and Academic Services including participating in key life-cycle events, such as graduation and registration.

Internal and External Relationships

Internal stakeholders: Programme Board and Programme Team, Advisory Group, Registrar, PVC (Education), Deputy PVC (Education), Deans of Education, Flexible and Distance Learning and Personal Tutoring, Academic Registrar, Head of Education Services, EDI Team, Heads of School, Directors of Education, Students' Union Sabbatical Officers, academic and professional services staff across the University.

Planning and Organising





Plan own workload and oversee the day-to-day activities of part-time workers responsible for supporting events. Work with the Programme Board and the Student and Education EDI Manager to plan the annual work cycle.

Oversee the delivery of campaigns and events and ensure these satisfy objectives to measure success and impact on our Black students' experience.

Qualifications, Knowledge and Experience

Essential

- An understanding of the UK Higher Education sector and current challenges particularly in relation to educational inequalities*
- Relevant qualification or significant work experience in a comparable setting*
- Experience of working in a team*
- Experience of coordinating operational activities and of acting as a point of escalation
- Experience of carrying out a range of complex administration activities
- Experience of coordinating, supporting and delivering events/ projects*
- Working effectively in an environment of complex regulations and procedures (e.g. data protection regulations, immigration regulations) and handling complex queries
- Willingness to work weekends/ evenings (e.g. business crucial activities)

Desirable

- An understanding of the challenges facing higher education.

Skills, Abilities and Competencies

Essential

- The ability to recognise changes in the student market and adapt approaches accordingly
- Ability to understand and articulate Black students' needs, translating into meaningful delivery
- Ability to demonstrate behaviours that are in accordance with the University values of inclusive, inspiring and impactful
- Proficient use of IT systems and packages, e.g., Microsoft Office, electronic client management systems, digital content management packages, and social media platforms
- Excellent organisational skills with the ability to manage multiple projects simultaneously
- Excellent interpersonal and communication skills with demonstrable experience of effectively engaging stakeholders at a variety of levels
- Demonstrable experience of successfully promoting events to end-users
- Ability to collaborate with other teams and work well independently
- Ability to problem solve and overcome obstacles
- A commitment to providing a quality service and continuous improvement

Desirable

- Experience of developing and implementing methods of collecting feedback from members of the target market and other stakeholders.

****Criteria to be used in shortlisting candidates for interview***





Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

