

Post Title:

EDI & Belonging Officer

Responsible to:

Head of EDI & Belonging

Location:

PO Box 397, Walton Hall
Milton Keynes
MK6 6BE

Hours of Work:

Full Time, 37 hours per week

Salary:

£32,080 - £37,694

Contract:

Permanent

Where we are now

The Students' Union is a great employer. It is a progressive, compassionate, caring, and enjoyable place to work. We have talented and motivated people, a fantastic culture, and a united sense of direction. Staff feel very positive about their colleagues, and the supportive and caring organisation we have created. They are proud to be supporting students and to work on issues that really make a difference.

Where we are going

Whether it's sexuality, gender, or any part of identity, we want staff to be able to bring their 'whole selves' to work and live authentically. We want to embrace the ever-changing nature of supporting students, whilst also helping staff keep a work life balance. We want to embrace technology and flexibility whilst also maintaining high quality outcomes. We want to be an employer of choice, somewhere people admire, respect, and want to work for.

About the Role

EDI & Belonging Officer – Role Profile

Purpose of the role

This exciting permanent role involves managing multiple projects that further Open SU's equality, diversity and inclusion (EDI) objectives. Your involvement will be key from conception through to evaluation. You will work alongside the other Officers in the EDI and Belonging Team to create events and raise awareness of various EDI campaigns for students. You will also work closely with our volunteers, supporting them through inductions, training and helping them materialise their ideas.

Core responsibilities of all Grade 6 positions

- Accountable and responsible for delivery of aspects of team business plan
- Support SLT representatives and/or other volunteers as required, often taking on a coaching role to support students.
- Able to research and collaborate on paper submissions or reports to the Board of Trustees/SLT as required.
- Takes a lead in planning, implementation and evaluation of team projects and work.
- Able to use initiative within work to ensure quality and continuous improvement.
- Supports recruitment of Grade 5/6 positions where relevant
- Responsible for project/workstream budgets where delegation has been authorised.
- Able to prepare and deliver presentations and volunteer training where necessary.
- Able to work autonomously on projects, events and workstreams within their area of responsibility.
- Support and contribute to a culture of openness, inclusion and ambition.

Main duties and responsibilities

- To work proactively with our elected student representatives (in particular Vice Presidents responsible for EDI, Student Welfare and underrepresented groups). to develop ways to support our students throughout their student experience.

About the Role

EDI & Belonging Officer – Role Profile (continued).

Where these initiatives fall within the University's remit, work closely with representative and our Student Voice team to support campaigns or communications with the University to make improvements to the current offering.

- Recognise mental health initiatives and work with the University to ensure students are being supported to maintain good wellbeing throughout their studies.
- Provide a framework for Student Led Groups to work within, including supporting the process for set up, inductions, appointment and training.
- To plan, deliver and evaluate projects which strengthen student to student support. To maintain a consistent, project-based approach and ensure delivery.
- To champion wellbeing and inclusivity throughout Open SU. To keep accessibility at the heart of all projects undertaken, upholding the values of the Open SU.
- Supporting staff and volunteers to develop their understanding of issues and barriers impacting our diverse student demographic and engaging in focus groups and listening exercises to gather data and insights to support us in improving our offering to all students.
- Work with our volunteers and elected team to raise awareness and be involved in running relevant campaigns.
- Provide training and guidance for staff and volunteers on best practise for accessibility and inclusion. Championing and embedding an accessibility-first approach to our processes, systems and tools, ensuring everything we do is fully accessible and can be modified to suit individual requirements. Work closely with the Senior Training and Wellbeing Officer to develop a wellbeing focused culture for volunteers and for students, planning student facing welfare events such as booking specialist speakers or mindfulness/self-care sessions during big events.

EDI & Belonging Officer – Role Profile (continued).

- Keep up to date with best practise in terms of inclusion, language and support, ensuring regular updates and learning opportunities are created.
- Support our People Services Team to ensure we are recruiting staff with varied backgrounds and experience, working to ensure we are not creating barrier to those who apply and that the process is free from bias.
- Work closely with our VP Belonging and Opportunities to ensure that we are creating safe spaces for all students to be their authentic selves.
- To develop accessible and engaging content on equity, diversity and inclusion for a range of audiences and media; including the website, social media, OU Students Newsletter and OU Students magazine 'The Hoot'. To work closely with the Marketing and Communications team to generate and broadcast this content.
- To work with the Head of EDI and Belonging to develop expertise within the organisation and to ensure that we are leading the way in terms of inclusion, equity and belonging work for students.
- To support development of relevant policy and support the EDI impact assessment process.
- To ensure that there is a strong presence in any student engagement platforms where students are regularly signposted to support if they are having a tough time.
- Taking ownership for our Library Study Service and other related engagement with Students in Secure Environments.

Person Specification

Essential	Desirable
Education, qualifications and training	
Good general standard of education, with GCSE Level Grade A*-C in English and Maths or equivalent.	Project management qualification or experience.
Evidenced CPD relating to acting in an advisory capacity, or willingness to work towards.	Educated to degree standard or equivalent.
Mental Health First Aider or willingness to train.	
Knowledge, capabilities and experience	
Demonstrable experience of successfully planning and delivering projects with a focus on support and welfare.	Experience of working in a similar democratic or member-led organisation (e.g. student union, charity, public sector).
Awareness of equality, diversity and inclusion issues.	Experience of evaluating projects and services.
Experience of working with people from a range of backgrounds and needs.	Awareness of the challenges of distance learning.
Experience of writing concise reports for a range of audiences.	Awareness of current issues affecting OU students.
Excellent interpersonal skills including highly developed skills in negotiation and influencing.	Experience delivering presentations and training to groups.
Information gathering skills, including acquiring knowledge of relevant legislation along with changes to policy that may affect students	

Person Specification (continued)

Essential	Desirable
Good relationship builder, able to foster good working links inside and outside the organisation	
Digitally adept, agile and enthusiastic.	
High degree of emotional intelligence, who exercises good judgement, sensitivity, tact and diplomacy.	
Confident and assertive, balanced with a respect for others, diplomacy and tact.	
Enthusiasm for the work and strategic goals of the Open SU.	
Highly self-motivated with excellent organisational skills, attention to detail and a can-do positive attitude.	
Flexibility, adaptability, calmness under pressure and resilience.	
Additional requirements and special working conditions	
The role is hybrid with in-person working at the Milton Keynes office as required as business needs dictate. We are happy and open to discuss flexible working arrangements and reasonable adjustments; however, all staff are required to work on a Tuesday each week.	
A flexible approach to work, including a willingness to work evenings and weekends by prior agreement with line manager. This will include a need to work occasional weekends to support face to face or online events within the portfolio.	
Commitment to equality, diversity, inclusion and accessibility.	
Commitment to own professional development.	
Commitment to environmental sustainability.	