

## **Role Profile**

<b>Role title:</b>	Senior Inclusion Coordinator
<b>Salary:</b>	£25,440 - £28,620
<b>Full/Part Time:</b>	Full-Time
<b>Contract term:</b>	Permanent
<b>Accountable to:</b>	Inclusion Manager
<b>Accountable for:</b>	Studying Staff
<b>Hours:</b>	35 Hours per Week
<b>Location:</b>	Usually located at the main Students' Union Building with an option to work some hours remotely (usually two days per week)
<b>Eligibility:</b>	Open to applicants with relevant skills and experience who are eligible to work in the UK
<b>Benefits:</b>	We offer a great range of benefits. You can see them <a href="#">here</a> .

## **Our Organisation**

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

## **Our Organisational Values**

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do

- We provide a ‘great experience’ service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

### **Role Overview**

At the University of Manchester Students’ Union, we believe that all students should have the opportunity to thrive during their time at the University. Some students are more likely to face barriers that prevent them from making the most of university, particularly those from historically underserved (e.g. student parent, commuter student) or marginalised communities. We are committed to identifying and dismantling these barriers to involvement with all the university has to offer, promoting the wellbeing and inclusion of all students.

As a Senior Wellbeing & Inclusion Coordinator, you will lead on a range of programmes that enable students to fully engage with their university experience:

- Our wellbeing programmes - including SU How’s You, a student-to-student wellbeing intervention programme that makes accessing support easier for students, and Student Angels, a volunteering programme that aims to make the city safer for students and the local community overnight;
- Our inclusion programmes – which ensure that the Union and the University are doing the things that will enable all students to thrive, regardless of personal background; and
- Our grants – distributing almost £200,000 a year to enable students to make the most of their time at university.

You’ll coordinate a variety of funded projects in partnership with external organisations alongside progressing the Union’s approach to making our organisation as inclusive and accessible as possible for students. This includes developing targeted programmes for marginalised or underserved communities, putting the needs of those students at the heart of our work. In order to do this, it will be really important to provide students with the opportunity to shape our programmes, gathering insight and feedback data to inform your approaches. You’ll be line managing a team of part-time student staff who will run the programmes you design, directly engaging with their peers, enabling you to refine the Union’s approach to facilitating these peer-to-peer spaces and increase the sense of community on campus. As the Senior Wellbeing and Inclusion Coordinator, all your work will be underpinned by a culture of transparency and accountability for decision making, building trust with students and promoting the Union as a means to achieving a fully inclusive culture at the University.

There are two Senior Wellbeing and Inclusion Coordinators based in the Student Development team, alongside colleagues similarly focused on at-scale student engagement across a range of programmes. The Student Development team aims to create opportunities for students to build and participate in communities that are inclusive, sustainable, ambitious, and impactful, and the Senior Wellbeing & Inclusion Coordinators will play a key role in achieving this vision for 44,000+ students at the University.

Ensuring that our inclusion and wellbeing programmes are driven by what students tell us would be most beneficial is important to us, so if you’re eager to work with communities to make change and empower

their members, you will thrive in this role. You'll always have the right support around you to do your job well and will see the positive impact you're having on students in real-time, directly contributing to an outstanding student experience.

### **Key Result Areas**

<b>Responsible for</b>	<b>Contributor to</b>
Develop and deliver targeted engagement programmes that impact over 2,000 students' university experience each year.	Aiding around 400 student committee members (volunteers) to create welcoming and inclusive communities within their student groups through delivering training and ensuring they're connected with the right support network.
Financial management, including budgeting and tracking spending for over £90,000 of external funding and dispersing £150,000 of grant funding to students.	Embedding wellbeing and inclusion as priority workpiece for teams across the Union through working in partnership with colleagues to identify and address barriers to student engagement in their programmes.
Building and maintaining relationships with internal teams and 5+ external partners for our programmes, including University and Manchester City Council contacts.	Developing expertise in student wellbeing and inclusion in 6 student-facing staff teams across the Union, in part through taking a proactive approach to personal learning and development.
Effective risk management to ensure compliance in areas including health & safety, safeguarding, and legal frameworks, minimising legal and financial risk associated with activities.	
Adopt a coaching approach to empowering a team of student staff members (10+) and student representatives to deliver activities that actively contribute to creating a supportive and inclusive culture on campus.	

### **Organisational Stewardship & Leadership Responsibilities**

- You'll contribute to team planning days and delivery of team goals and objectives
- You'll be able to conduct risk assessments for area of work and have a good knowledge of risk mitigating activities for day to day activities
- You'll perform role in line with Union financial framework ensuring all financial paperwork is passed to the finance team, contributing to budgeting and forecasting for aspects of the departmental budget
- You'll hold expert knowledge of policy and procedure as it relates to the role being delivered and is able to independently apply the framework for the majority of day to day matters

### **Person Specification**

<b>Criteria</b>	<b>Assessed at:</b>			
	<b>Application Form</b>	<b>Interview</b>	<b>Interview Task</b>	<b>All</b>
<b>Education</b>				

We accept candidates from any educational background.				
<b>Skills</b>				
Leadership – able to motivate and inspire a team, confident in setting goals/objectives, building trust, supporting team wellbeing, setting boundaries	✓			
Networking – great at building new positive working relationships as well as retaining current ones with internal and external stakeholders			✓	
Organisation – great at planning ahead, prioritising workload, completing admin duties like emailing, and answering the phone		✓		
Creative thinking – great at thinking outside the box, coming up with new ideas and not being afraid to try different ways of doing things	✓			
Growth mindset – willingness to constantly improve, engage in training, ask questions, being curious, looks for ways to improve processes			✓	
<b>Personal Attributes</b>				
Communication – displays radical candour through giving and receiving feedback, uses data and knowledge to provide rationale for decision making			✓	
Accountable – takes ownership over own areas of work, able to own mistakes and resolve accordingly, confident to hold others to account			✓	
Independent – great at working with autonomy, trying new ideas	✓			
<b>Values &amp; Behaviours</b>				
Align with the SU's values and behaviours both personally and professionally	✓			✓
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work			✓	

Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve			✓	
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions	✓		✓	
Customer Service – provides a high standard of customer service, creating a welcoming space for all, continually seeks ways to improve services	✓			

### **Our Recruitment Process**

The way that we recruit is designed to be fair, transparent and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited exactly the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

You can find more information about our recruitment process on our website.