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| JPG__The_Union_Black | **The Union** **Job Description: BAME Ambassador Project Coordinator**  |
| **Department:** Student Voice  | **Location:** Based in Manchester. Some travel to other Union/University sites will be required. |
| **Job Title:** **BAME Ambassador Project Coordinator**  | **Job Grade:** OS1 (£22,105 to £23,850 per annum)12 month fixed term contract |
| **Reporting to Job Holder (include Job Title):** Lisa Burton, Student Voice Manager (Paul Norman, Head of Membership Development in their absence) |
| **Responsible for:** Student Ambassadors |
| Overall purpose of the Job: To be responsible for the co-creation and day-to-day delivery of the BAME Ambassador project. Acting as the first point of contact for Black, Asian and Minority Ethnic (BAME) and First Generation scheme (First Gen) students. The role includes facilitating BAME representation, develop inclusive student’s communities across the University and facilitate BAME student caucuses to identify key priorities and campaigns with the aim of diminishing attainment gaps. They will oversee the BAME Student Ambassadors, act as a link to the University Diversity and Inclusion Project Lead and the Peer Assisted Learning (PAL) Manager. Finally, they will help research and collate information, and work with faculties to develop action plans to improve the BAME student experience on campus. |
| **Main activities/tasks - The BAME Ambassador project will include:*** A system of representation that accurately and legitimately represents BAME and First Gen students to identify common issues and experiences.
* Recruiting, training and supporting the BAME Student Ambassadors to ensure that they are actively engaging with BAME and First Gen students to understand their needs and accurately and legitimately support them to create positive change.
* Producing effective and timely communications, which provide BAME Student Ambassadors with information relevant to their role.
* Supporting the BAME Student Ambassador to work with the University, Union officers and staff and student groups to identify and facilitate/support student led activity representing BAME students, history and interests including activities during Black History month, and at other points in the academic year.
* Collating existing research and carry out research about the BAME student experience at Manchester Met.
* Delivering systems for recording and promoting the impact of BAME and First Gen students on academic matters and co-write and support papers and proposals.
* Planning Ambassador’s activity and monitoring, evaluating and reporting on outcomes.
* Working with the elected officers, in particular the Wellbeing Officer, on their relevant plans, projects and campaigns.
* Referral mechanisms for BAME students to access Students’ Union and University services
* To create, develop and maintain effective relationships with a range of new and existing stakeholders.
* Collaboration with the PAL Manager to liaise between the two projects.
* Supporting the Student Voice Manager to oversee risk, health and safety and budgets associated with the role.

The post holder shall:* Attend meetings and training events as required.
* Comply with Union policies, procedures and constitution at all times.
* Comply with Environmental Legislation and both support and promote measures introduced within the Union to lessen environmental impact.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union.  This may involve undertaking duties in support of the activities and services of other departments.
* Understand and uphold the mission, vision and values of the organisation and be always guided by them in the course of work.
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| **Other features of the Job (including working conditions, etc.):** * 37 hours per week.
* Occasional evening and weekend working will be required.
* 12 month fixed term contract
* Available to a current MMU Student
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| **NB.** * The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required.
* The Job Description may be subject to amendment from time to time after discussion with the post holder.
* This job description does not constitute part of the contract of employment.
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| JPG__The_Union_Black | **The Union** **Person Specification: BAME Ambassador Project Coordinator** |
|  | **Essential** | **Desirable** |
| **Education****Qualifications** | * A current MMU Student
* A good standard of education or experience relevant to the role
 | * A qualification in event management or project management
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| **Training****Technical Skills** | * Proven ability to carry out primary research, and use existing research
* Ability to read and analyse complex information
* Experience of successful project or event management including scheduling events and notifying relevant parties in a timely fashion
* Excellent written and verbal communication skills.
* Knowledge and competence with Microsoft Office applications and IT skills
* Strong demonstrable planning and organisation skills
 | * Trained in risk assessment
* Train the Trainer
* Basic research skills and ability to produce reports
* Trained in Conflict management
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| **Experience****(Knowledge)** | * Empathy (evidenced by experience and/or study) with the history, politics and current position of BAME Students in UK Higher Education and BAME communities in the UK and Worldwide
* First-hand experience of BAME communities and the issues relevant to students from the BAME diaspora
* Knowledge and experience of working in a community, campaigning, charitable or membership organisation
* Experience of effective networking and partnership working
* Knowledge and understanding of data protection legislation
 | * Appreciation of the differing needs of different student groups
* Experience of facilitating and supporting teams of staff
* Experience of delivering training
* Experience in facilitating and minuting meetings, as well as identifying key action points
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| **Personality****Characteristics** | * Good interpersonal skills and an approachable and welcoming demeanour
* Tact and diplomacy
* Highly motivated and results-oriented with the drive and determination to see things through
* Excellent team working skills
* Capable of working unsupervised using initiative, when needed, in decision making
* An understanding of and a commitment to promoting equal opportunities.
* An ability to demonstrate the organisational values in all work activity
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