

Supporting Information for the role of Diversity & Inclusion Student Ambassador

About us

We are an independent charity that exists to represent the needs and views of all 37,000 plus students at Manchester Metropolitan University.

There has been a Students' Union for what we now call Manchester Metropolitan University since the 1920s.

Over the last one hundred years, the role of The Union and the part it plays in student education and wellbeing has grown and developed into the organisation we are today.

Students are at the heart of what we do.

Why work for us?

Our Manchester campus has recently undergone a major transformation with an extensive building programme. This includes a brand new £10million students' union in the heart of the campus, which opened its doors in January 2015. This move provides the foundations for an exciting new period of growth in The Union's development.

Situated just 36 miles south of Manchester city centre, our Cheshire campus is renowned for the excellence of its educational, performance and sporting programmes. It offers students the opportunity to be part of a friendly community in a campus setting with easy access to nearby towns and the surrounding countryside.

We are an Investor in People and proud of being a progressive employer. Our aim is to be a great place to work, where we respect work/life balance, support individual training and learning and create a positive work environment where you are supported and encouraged to do your best.

We know our success hinges on brilliant people determined to give every student an experience that's anything but ordinary. So we'll train you thoroughly, reward you well and encourage you to build a long-term career that stretches and inspires you.

Vision, mission and values

The Union's vision is to be the leading new University Union in the UK.

University is a transformational experience and we are committed to delivering the best possible experience, whatever a student's interests might be. We provide a whole range of services, activities and opportunities to help students develop skills and talents that complement and enhance their education.

Our mission is to support every student at Manchester Met in achieving their personal goals and ambitions.

University is a transformational experience and we are committed to delivering the best possible experience, whatever a student's interests might be. We provide a whole range of services, activities and opportunities to help students develop skills and talents that complement and enhance their education.

Our activities are underpinned by **our values**, which aim to create an inclusive, empowering and aspirational culture:

- We are passionate about student success
- Nobody understands our members better
- We strive for excellence in all we do
- Working together to achieve our outcomes
- Every student matters.



The Union Job Description: Diversity & Inclusion Student Ambassador

Department: Membership Services: Opportunities	Location: Manchester
Job Title: Diversity & Inclusion Student Ambassador	Job Grade: Hourly paid. £8.41 per hour inclusive of holiday pay.
Reporting to (Job Title): Volunteering and Societies Manager	
Reporting to Job Holder (include Job Title): Jill Wells, Volunteering and Societies Manager	
Responsible for: Supporting the Diversity & Inclusion Student Ambassador project within your allocated faculty, including managing and coordinating student volunteers on student-led activity.	
Overall purpose of the Job: The Diversity & Inclusion Student Ambassador Project aims to increase the success of specific groups of students at Manchester Metropolitan University. Ambassadors will work in partnership with students to understand the challenges faced by specific student communities, and to co-create and deliver activities to reduce the impact of these challenges, with a view to improving the academic and graduate outcomes and student experience for students in the target groups.	
Main activities/tasks: <ul style="list-style-type: none">• Attend training to understand the wider context of the project, the role and its importance• Act as a point of contact in your faculty for target students• Develop and maintain contacts with staff within your faculty relating to this project, such as Academics, Student Support Staff and Careers Advisers• Attend regular meetups with a team of ambassadors (at least once a month) to share experiences and ideas, as well as to develop skills and networks• Be available for delivery of specific activity during key periods e.g. Welcome Week, and to participate in other relevant events within your Faculty• Proactively engage with students from the target groups to understand their needs and experiences of university, providing 'safe spaces' to allow students to openly voice their concerns• Engage and organise a team of interested student volunteers to identify, develop and coordinate the delivery of student-led activities and events to improve attainment and student experience• Take part in other related activities, such as promoting existing opportunities to students, and liaising with university staff to align activities with the project's wider objectives• Support project communications where relevant, e.g. writing blogs and developing social media content• Contribute to the safe management of activities, using risk assessments and other project	

processes

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 team work 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.

Other features of the Job (including working conditions, etc.):

Flexible hours – this will depend on your level of engagement with the project, the number of activities you take part in as well as how much time you are able to commit. Certain times of year will be busier than others e.g. Welcome Week, however, on average we expect each ambassador will work approximately 2-3 hours per week.

The project will run from January 2018 to March 2019.

Location of the Job: Manchester.

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.



The Union

Diversity & Inclusion Student Ambassador

	Desirable	Essential
Education Qualifications	A student studying in the faculty you are applying for, although applicants from other faculties will be considered.	A current MMU student, and will be a student until March 2019 (i.e. not currently in your final year).
Training Technical Skills		Good level of computer skills; including knowledge of Microsoft Office packages. Excellent verbal and written communication skills, with confidence in speaking to large groups of people.
Experience (Knowledge)	Experience of working with marginalised, underrepresented or excluded communities. Knowledge and experience of working in a community, campaigning or charitable organisation. Experience of team leadership. Experience of events management.	Appreciation of the differing needs of different student groups. An understanding of specific challenges faced by BAME and/or students who have progressed from BTEC qualifications,
Personality Characteristics		Excellent interpersonal skills, able to build appropriate relationships with people at all levels, and to deal with sensitive topics with tact, diplomacy and positivity at all times. Independent and self-reliant, being able to work effectively without close supervision. Ability to listen well, empower and motivate others. Passionate about promoting student success and equality for BAME and/or students who have progressed from BTEC qualifications, Enthusiastic about the University and committed to the aims of the project.

The Recruitment Process

To apply for this post you should respond by submitting the standard application form to the address given below. **It is essential that your application gives evidence of your experience in each of the criteria listed in the Person Specification.**

Due to the high number of applications that we receive, we regret that we are unable to contact those applicants who are unsuccessful at the short listing stage or to provide feedback on unsuccessful applications.

Please do not enclose your CV as this will not be considered.

Applications should be sent to:

**Diversity & Inclusion Student Ambassador Recruitment
C/o Lesley Edwards
The Union
21 Higher Cambridge Street
Manchester
M15 6AD**

Or theunion@mmu.ac.uk

The closing date for receipt of applications is 12 noon on Wednesday 10th January 2018.

Interview

Interviews are expected to be held during the week commencing 15th January 2018 at the Students' Union. Candidates will be required to attend a panel interview. **Please note that we are able to arrange Skype interviews for candidates unable to travel to the Students' Union at this time.**

Candidates successfully short-listed for interview will be notified by telephone/email.

Queries

We have attempted to make the further information available to candidates as comprehensive as possible, and it is hoped that this will deal with most questions that you may have, but if you would like to discuss any aspect of the post or the recruitment process please contact Beth Bradshaw, Project Coordinator, via email at b.bradshaw@mmu.ac.uk or by telephone on 0161 247 6563.

Please note that successfully appointed candidates will be required to attend essential training in January 2018. Dates to be confirmed.