

JOB DESCRIPTION AND PERSON SPECIFICATION: INCLUSION MANAGER



Job description

Role:	Inclusion Manager
Grade:	C
Full/Part time:	Ful time
Contract term:	Permanent
Date of writing:	March 2025
Responsible to:	Director of Engagement
Responsible for:	Student staff
Hours:	Standard hours are 37 hrs per week—these can be worked flexibly, and we are happy to discuss alternative working patterns
Location:	Hybrid role—your contracted place of work will be at The Union, however you will have the option of splitting your time between the office and your home and/or another appropriate remote work location.
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK
Benefits:	We offer staff many benefits, including: + 26 days annual leave plus at least six discretionary days (four at Christmas and two at Easter) and bank holidays + Employer pension contribution matched up to 6% + Hybrid/flexible working (where possible) + Supportive, needs-based compassionate and other leave + Supportive maternity, parental, adoption and partner's leave + Cover the cost of your eye test and £100 towards new glasses + An employee assistance programme to support your wellbeing + Plenty of opportunities for learning and development + Access to student discounts online and in the city

Purpose of the role

At the Union we believe that all students should have the opportunity to thrive during their time at university. Some students are more likely to face barriers that prevent them from making the most of university, particularly those from historically under-served 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.

Your role will involve the development of targeted programmes of activity that empower and enable student success, particularly addressing the 'gaps' and differences in experience, satisfaction and academic achievement that prevail in higher education.

Principal duties

Role specific:

- + You'll coordinate a variety of activities aimed at making our organisation as inclusive and accessible as possible for students.
- + This includes delivering existing activity, namely the BAME Ambassador programme, and developing new targeted programmes for marginalised communities e.g. International students, students with disabilities
- + You will provide students with the opportunity to shape our programmes, gathering insight and feedback data to inform your approaches
- + You will line-manage a team of 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
- + You will work collaboratively with the relevant teams to ensure The Union's annual programme of student communications, events and activity is inclusive
- + In addition to your own projects, you will provide advice and guidance to colleagues within The Union on inclusion-related matters, taking a proactive role in developing our internal capacity in this area
- + You will liaise with relevant University departments and staff to develop collaborative activity that delivers meaningful change for students

Organisational stewardship and leadership:

- + Contribute to departmental planning processes and hold teams accountable for performance against key goals and indicators.
- + Understand key risks for area of work and ensure risk assessments are conducted against relevant activities
- + Assist staff in supporting in key students' union events, projects and activities throughout the year including Welcome week, elections and supporting the officers in delivering their plans
- + Lead teams acting as an exemplar of The Union's behaviours ensuring all staff are given appropriate support and teams are consistently held accountable for delivering against expected performance standards (both role performance and behaviours)

- + Ensure that team activities are delivered in line with budget envelope and ensure any risks to financial targets are highlighted. Contribute to the forecasting and budgeting exercises in line with the organisational and financial framework.
- + Hold good working knowledge of policy and procedure as it relates to the team's function, ensure that the team is knowledgeable in the policy and procedure that affects them and provide guidance to staff on application of the policy framework.
- + Proactively contribute to maintaining the communal spaces and ensuring the whole team share responsibility for managing team stores and keeping areas clean and tidy.

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.

Person specification

Criteria	Essential or desirable
Qualifications	
We accept candidates from any educational background.	
Experience	
Related experience of working within the field of Equity and Inclusion, and an understanding of the barriers and challenges facing marginalised communities	Essential
Related experience of the nature of equity within a university setting, notably the impact of 'awarding gaps' on particular communities	Desirable
Related experience of designing and delivering engaging events and activities for students or other groups	Essential
Knowledge and skills	
An experienced leader, able to motivate and inspire a team, confident in setting goals/objectives, building trust, supporting team wellbeing, setting boundaries	Essential
Great at building new positive working relationships as well as retaining current ones with internal and external stakeholders	Essential
A capable organiser, adept at planning ahead and prioritising workload	Essential
A creative thinker; great at thinking outside the box, coming up with new ideas and not being afraid to try different ways of doing things	Essential
Willingness to constantly improve, engage in training, ask questions, being curious, looks for ways to improve processes	Essential
Personal attributes	
An experienced communicator, displays radical candour through giving and receiving feedback, uses data and knowledge to provide rationale for decision making	Essential
Takes ownership and accountability over own areas of work, able to own mistakes and resolve accordingly, confident to hold others to account	Essential
Independent, great at working with autonomy, trying new ideas	Essential
Values and ethics	
Understanding of and commitment to the principles of equity, inclusion and diversity, and The Union's values .	Essential

