**JOB DESCRIPTION //**

**Education Officer**

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| Employer: | Keele SU |
| Responsible to: | Student Body |
| Directorate / Department Team: | Elected Officers |
| Hours | 37.5 |
| Salary: |  |

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| **Work Context:** |
| Keele SU aims to be a students’ Union of the highest quality in representing and supporting students to get the most out of their time at Keele. We live to empower every student to be who they want to be and through delivery of our quality support, activity, representation, entertainment and value for money services ensure our students feel part of a community which is inclusive.The organisation departments consist of:* Leadership Team & Trustees
* Elected officers
* Operations - Finance, Central Services, Commercial, Venues & HR & Support
* Membership Services - ASK, Student Voice, Student Opportunities, Marketing

We have around 60 career staff and 100 part-time student staff. |

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| **Purpose of the role:** |
| To safeguard academic interests and amplify the student voice across all study levels. It ensures suitable academic provisions, monitors issues, and develops policies. The role supports student integration, engages with university governance, and maintains confidentiality in individual cases. It updates students on regulatory changes, runs academic campaigns, and oversees Student Voice Representatives (SVRs), ensuring their support and training. The position involves participating in committees and is elected via a campus-wide ballot. |

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| **Key Accountabilities:** |
| 1. Safeguard the academic interests and student voice at all levels of study.
2. Ensure the University provides suitable academic provisions for all students, including those from widening participation backgrounds.
3. Monitor academic issues and develop policies accordingly.
4. Ensure appropriate support for students to integrate into the academic community.
5. Engage with Keele University and the Keele Postgraduate Association to ensure governance mechanisms benefit the membership.
6. Maintain a confidential relationship with ASK to assist in individual student cases.
7. Keep the membership updated on changes to regulations affecting their studies.
8. Run and support campaigns promoting academic issues and needs.
9. Oversee the implementation of Student Voice Representatives (SVRs), ensuring support and development.
10. Ensure SVRs receive support and training opportunities.
11. Sit on appropriate university committees and working groups, providing reports as needed.
12. Sit on Keele SU Committees, providing reports as needed.
13. Elected via a cross-campus ballot.

Health & Safety1. To establish and actively promote a safe way of working in alignment with the Students’ Union Health & Safety policy.
2. To report all accidents / incidents in accordance with the Students’ Union Health & Safety policy.

Other Duties 1. To contribute to the positive image of Keele SU with students, the University and the local community.
2. To abide by Keele SU Constitution, Policies and Procedures at all times.
3. To contribute and support Keele SU's vision, mission and values.
4. Be committed to living our employee behaviours - empowering, supportive & communicative.
5. To undertake other tasks and responsibilities, compatible with the level and nature of the post, as required by the line manager from time to time.
6. To attend appropriate meetings as and when required.
7. To uphold and adhere to Keele SU Health & Safety policy and best practice.
8. All staff are collectively responsible for meeting the Union’s environmental and social sustainability goals in line with the strategic plan. It is required that all staff are aware of how their role relates to sustainability in order to minimise the Union’s environmental impact and actively contribute towards the fight against the climate crisis.

Keele SU considers regular and ongoing training as essential to job satisfaction and career development. The post-holder will be offered the opportunity to participate in training that is relevant to their duties and the post-holder will be expected to undertake such training as may be reasonably practicable. NotesFor full and effective discharge of duties, the post will, at times, require additional commitment over and above normal office hours. The post-holder is expected within reason, to undertake such hours as are necessary to successfully perform the duties of the post.ConfidentialityTo ensure that confidentiality is maintained at all times in conjunction with the Students’ Union and University Confidentiality and GDPR Policies.This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main prioritise and typical areas of activity of the post-holder. These activities are subject to amendment over time as prioritise and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post-holder. |

PERSON SPECIFICATION

**Education Officer**

**Skills and Experience**

* **Leadership and Advocacy**: Demonstrated experience in leadership roles, particularly within student unions or similar organizations. Proven ability to advocate for student interests at various levels, including university, local, national, and international platforms.
* **Communication and Interpersonal Skills**: Exceptional verbal and written communication abilities. Skilled in engaging with a diverse student body and building strong relationships with stakeholders. Experienced in public speaking and presenting to large audiences.
* **Project Management**: Proficient in planning, executing, and managing projects or campaigns. Capable of prioritizing tasks, managing time effectively, and meeting deadlines consistently.
* **Policy Development and Implementation**: In-depth understanding of policy development processes and hands-on experience in implementing policies. Adept at analyzing and interpreting regulations, statutes, and governance mechanisms.
* **Team Collaboration**: Extensive experience working in team environments, collaborating with other officers, staff, and volunteers. Strong ability to lead and motivate a team to achieve common goals.
* **Problem-Solving and Critical Thinking**: Excellent problem-solving skills to address various issues and challenges faced by students. Ability to think critically and make informed decisions.
* **Campaigning and Activism**: Experienced in running and supporting campaigns on a range of issues. Skilled in promoting participation in student campaigning and activism.
* **Inclusivity and Diversity**: Committed to promoting inclusivity and diversity within the student community. Experienced in working with diverse groups, including BAME, LGBTQ+, disabled, and other underrepresented students.
* **Student Support and Wellbeing**: Comprehensive understanding of student support services and wellbeing initiatives. Experienced in advocating for student wellbeing and safety.
* **Community Engagement**: Proven ability to develop and maintain a positive community presence. Skilled in engaging students in extracurricular activities and community service.
* **Sustainability and Environmental Awareness**: Dedicated to promoting sustainability and environmental responsibility. Experienced in facilitating sustainable development initiatives.
* **Committee and Meeting Participation**: Experienced in participating in and contributing to committees and working groups. Capable of providing detailed written and verbal reports as required.

**Additional Experience**

* **Educational Background**: A background in higher education, student affairs, or a related field is beneficial.
* **Technical Skills**: Proficiency in using digital tools and platforms for communication, project management, and data analysis.

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| Specific Demands: |
| Must be a current student at Keele University |

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| KA picture containing text  Description automatically generatedeele SU is committed to being an equal opportunity employer and taking steps to employ, keep and develop the abilities of staff and has been awarded the disability symbol. We undertake to offer all students with a disability who apply for a guaranteed interview. If you wish to be considered under this scheme, please indicate this by selecting ‘yes’ in the Guaranteed Interview Scheme section of your application. You can also provide specific information of any requirements / adjustments you may require to assist you during the recruitment process within this section. |