

Job Description & Person Specification

Job Title	Student Advisory Group Member and Workstream Lead
Location	University of Leicester Students' Union, LE1 7RH
Contract Type	Temporary Casual (Only open to those who will be studying at the University of Leicester in the 2024-25 academic year)
Salary	£12.62 per hour
Hours	<p>8 hours per week (subject to review).</p> <p>2 hours per meeting as a Student Advisory Group Member, taking place twice a semester (subject to review), plus an additional two hours for preparation and reflection before and after each meeting.</p> <p>There may be occasional events you will be required to attend. You will need to share your availability in advance</p>
Reports To	Project Leads: Joshitha Venkataraman and Nora Musyoka
Role Purpose	<p>To be a member of the Student Advisory Group and one of our Workstream leads as part of a joint University of Leicester/Students' Union Black Student Experience Programme.</p> <p>As part of our commitment to inclusivity and liberation, we are forming a student advisory group and a team of workstream co-leads composed of Black students. These groups will provide an opportunity for students to share their thoughts and experiences related to key issues affecting Black students across various aspects of their university experience both positive and negative, and to offer advice and guidance regarding the Black student experience at the University of Leicester.</p> <p>These roles are primarily for campus-based students, though applications from Leicester-based distance learners are welcome.</p> <p>Student Advisory Group Member</p> <p>The advisory group will meet twice each term to enhance student voice and input in developing a program of activities aimed at addressing any obstacles to success and ensuring a positive experience for both current and future students of Black heritage, including those of mixed heritage, at the University of Leicester. The group will engage with the wider student and community groups to ensure that it remains connected to the diverse range of experiences of Black students.</p> <p>As part of the advisory group, members will be expected to attend two meetings per term (Autumn and Spring) and one online meeting in the Summer term. These meetings will focus on key issues affecting Black students across various aspects of their university experience. Members should anticipate attending regular meetings, actively participating, preparing for meetings in advance, and completing assigned tasks before or after each meeting. Additionally, members should be prepared to dedicate time to attend events, review materials, and engage in outreach as needed.</p>

Workstream Co-lead

The workstream co-lead will collaborate with a designated university staff member to oversee and lead a thematic workstream focused on enhancing the experience of Black students at the University of Leicester. Together, you will ensure that initiatives are informed by the lived experiences of students.

This role presents an excellent opportunity for students who are passionate about advocacy, leadership, and contributing to change.

You will be expected to work closely with your designated university staff member and provide updates on the progress of the workstream.

The role will require approximately 8 hours per week of active involvement, including regular meetings.

We recognise the importance of students in fostering authentic and open engagement. To achieve this and given the focus of the group, we particularly encourage applications from individuals who identify with a minority ethnic background.

Welcome to Student Voice

As an independent charity representing 19,000+ students, Leicester Students' Union provides a host of services and opportunities to inspire, represent, support and entertain the students of the University of Leicester.

Our mission is to *be an empowering, innovative and inclusive student-led Union; championing their interests and providing a home away from home*

The Student Voice team provides students at the University of Leicester with the opportunity to make change by supporting and developing a number of representation systems. We support students to engage with campaigns throughout the year and take the lead on ensuring that the voice of students is known clearly throughout the Union and University.

Person Specification

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In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Description	Essential	Desirable	Assessment
Education			
Current University of Leicester students including UG, PGT, PGR and Leicester based DL students	X		A
Knowledge			
Working with a wide range of people from different backgrounds with differing needs and requirements	X		A/I
An understanding of the challenges facing Black students in higher education, and a commitment to creating a supportive, inclusive campus culture.	X		A/I
Skills & Abilities			
Excellent interpersonal skills, enabling open and honest dialogue among diverse groups and individuals	X		A/I
Excellent communication skills, including high level skills in: active listening, observation, speaking and writing.	X		A/I

Good organisational skills	X		A/I
Ability to manage difficult situations sensitively and professionally	X		A/I
Ability to facilitate comfortable and open communication whilst remaining impartial	X		I
Ability to monitor time and use limited time effectively	X		A/I
Ability to maintain the confidentiality of the student focus group participants	X		A/I
Experience with advocacy or leadership		X	A/I
Experience in planning, coordinating and executing projects		X	A/I
Values & Behaviors			
Willingness and ability to support the values of Leicester Students' Union	X		A/I
Evidence of reliability and trustworthiness	X		A/I
A willing team player with a positive attitude towards change	X		A/I

*Assessment will take place with reference to the following information

A=Application form I=Interview T=Test C=Certificate

The details given in this job description reflect the main duties and responsibilities of this post at time of writing. It should be noted however, that over a period of time, and as circumstances change, these duties and responsibilities might be required to change. It is therefore anticipated that from time to time this job description may be reviewed with the post holder.