

UNIVERSITY OF SUSSEX

1 Advertisement

Post Title: Student Engagement and Co-creation Advisor

School/department: Division of Student Experience, Engagement and Achievement

Hours: part time 14.6 hours per week (flexibility as to how these hours are worked subject to business need)

Contract: Fixed term until 31 August 2021

Reference: 2183

Salary: starting at £12,018.40 to £13,518.80 per annum

Placed on: 11 September 2019

Closing date: 18 September 2019. Applications must be received by midnight of the closing date.

Expected interview date: tbc

Expected start date: Immediate start

The Student Experience Team is looking to recruit a Student Engagement and Co-creation Advisor to develop and support the foundations for the successful delivery of the University's new 5 year Access and Participation Plan (commencing September 2020).

We seek to appoint an individual who understands the needs of existing and prospective students and specifically those who are under represented at the university.

You will have knowledge of the higher education environment, student engagement theory and practice and have experience of capturing student voices through a variety of successful and meaningful mechanisms. You will also have gained substantial experience of co-creation and working in partnership with students and the HE community in a variety of ways. In addition, you will have excellent communication skills, be able to develop professional relationships with colleagues, and contribute positively to the development of policies and procedures.

A strong team player we are looking for a positive, pro-active individual who can be flexible, responsive as well as creative and innovative whilst working within the parameters of the APP.

To arrange an informal conversation about this role, please contact Wendy Tozer on 01273 877091.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The Division

Student Experience

The Student Experience Directorate provides a range of administrative, academic and support services focussed on improving the student experience, both directly to students and also to colleagues in Schools and Departments.

Key services

- Careers and Employability Centre
- Chaplaincy
- Counselling, Health and Wellbeing
- International Student Support
- Student Life Centre
- Student Support Unit
- On-Course Widening Participation
- Sussex Regional ACCESS Centre
- Student progress and administration
- Technology and enhanced learning
- Registration, assessment, compliance
- Academic quality
- Student experience

On-Course Widening Participation

The On-Course WP team is a new area of the student experience division and focusses on supporting student attainment and success throughout University. The team work on initiatives and programmes primarily but not solely outlined in our access and participation plan which aim to support unrepresented groups at the university and designed to retain students and support success and progression for all.

3. Job Description

Student Engagement and Co-creation Advisor

Department: Student Experience

Section/Unit/School: Engagement and Achievement

Location: Essex House

Grade: 6

Responsible to: Associate Director Student Engagement and Achievement / Head of On-Course Widening Participation

Responsible for: A team of student connectors

Job Purpose and Overview:

To contribute to the development of the foundations for the successful delivery of the University's new 5 year Access and Participation Plan (commencing September 2020). To

build a strong framework for student engagement and the student voice including systems and processes as well as personal development and training for a network of co-creators. Build strong networks across departments and with students in order to articulate the student led projects within the APP more clearly and facilitate their fruition.

Main accountabilities and responsibility areas

- To work with colleagues in identifying, developing and facilitating initiatives within the new APP that will enhance the student experience throughout the student lifecycle.
- Working with the schools and professional services as well as wider key stakeholders to bridge the gap from applicant to student.
- Working with colleagues across the division create the foundations that will support the co-creation programme including processes and procedures that are conducive to working with students as partners.
- Actively promote the concept and actualisation of co-creation and students as partners.
- Articulate further and develop the programmes (outlined in the new APP) that will support the transition and attainment of OFFA countable groups to the University.
- To co-ordinate initiatives within the APP for those students that are under represented at the University as a means of socialising with their peers and raising awareness of student support and services.
- Pro-active liaison with on-course WP colleagues, students and the Associate Director to re-configure the Welcome and Transition experience for students in September 2020 with responsibility for analysing student feedback, conducting aspects of research, and delivery of specific elements of the new approach.
- To liaise with the University's academic and support services regarding the learning needs of students within the context of the APP

Major deliverables, projects, processes, responsibility areas etc.

- To liaise with appropriate academic and other relevant staff to support widening participation and access, academic progress and student retention.
- Draft the foundations of the training programme for co-creators at all levels and deliver elements of the core components relating to the concept of co-creating, university structures and partnership working.
- Providing initial supervisory support of the students recruited to the pilot co-creation roles and take action as required to further enhance their role within the community. Supervision of student focus groups and sounding boards use to inform projects.
- To actively use systems to record data and statistical information including project outputs and costings.
- With an improved Student Experience as the key objective, to define, design and deliver projects, frameworks and practices designed to capture and understand

students voices from across the institution, using both formal and informal routes of communication.

- Undertake research and use this to input into the creation of robust impact and evaluation frameworks to allow regular feedback and assessment of progress to take place
- In the creation of the engagement framework, student voice mechanisms and co-creation network undertaking risk assessments and mental health impact assessments as required
- Delivering and maintaining new web pages and monitoring student led social media to promote and co-ordinate co-creation opportunities and other events and initiatives within the new APP
- To contribute to promoting good practice to ensure compliance and improvements in provision for students
- To represent the University of Sussex at regional and national events and professional interest groups in order to influence local and national policy and decision making regarding students in higher education.
- Attend committees external working groups and other meetings and networks as required
- To undertake any other reasonable duties and responsibilities as may be reasonably expected as part of this role and in line with the grade.

4. Person Specification

Essential Criteria

Skills and Competencies

Graduate calibre

Competence in accurate record keeping and report writing.

Ability and commitment to promoting and marketing new initiatives and programmes to audiences that may be hard to reach

Project management and/or project design and events management

Ability to use own initiative, generate new ideas and create projects from inception to delivery

Knowledge Areas

Knowledge of student engagement, participation, and attainment initiatives within a higher education context

Student engagement theory and effective impact and evaluation frameworks

Previous experience

Experience of being part of a team and working with students as partners within an HE or similar context

Experience of supervising student volunteers and paid student staff

Ability and previous experience of drafting and delivering training

Extensive experience of working with students as partners, underrepresented groups and with student voice initiatives

Professional qualities

Ability to network, establish personal credibility and develop productive relationships with a wide range of academic, professional and support staff as well as students at all levels across the institution

Organisational abilities, including an ability to manage priorities and workloads

Highly developed inter personal, communication and negotiation skills

Literate in IT and reporting tools

Understanding and commitment to the importance of equality of opportunity within a student support service environment.

Flexible, innovative and able to respond positively to change.

Desirable criteria

Experience of creating an impact and evaluation framework