The Student Experience Team is looking to recruit a Spirit of Sussex Award Manager to develop and manage the new Spirit of Sussex Award, which will tie directly into the University’s Strategic Framework. The Spirit of Sussex Award is a participatory award which will provide a structured programme in which students can record their participation in voluntary and extra-curricular activities. The University wishes to give students recognition for this and will be presented at graduation with their award.

We seek to appoint an individual who understands the needs of existing and prospective students and specifically those who are underrepresented 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, ability to develop professional relationships with internal and external colleagues, and to develop policies and procedures for the Award. You will have proven experience of line management and have been responsible for the successful development and roll out of a new programme involving multiple stakeholders.

A strong team player, we are looking for a positive, pro-active individual who can be flexible, responsive as well as creative and innovative.

For full details please see the Person Specification and Job Description.

To arrange an informal conversation about this role, please contact Carole Wilkinson on 01273 877045

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.

The Spirit of Sussex Award is an exciting, new, innovative, participatory award designed to provide students with a platform to capture all the activities a student may participate in.

3. Job Description

Spirit of Sussex Award Manager

Department: Student Experience

Section/Unit/School: Engagement and Achievement

Location: Essex House

Grade: 7

Responsible to: Associate Director Student Engagement and Achievement / Head of On-Course Widening Participation
Responsible for: A team of eight Spirit of Sussex Award student co-creators/co-deliverers

Job Purpose and Overview:
To manage the development, launch, promotion and coordination of the new Spirit of Sussex Award involving multiple internal and external stakeholders in partnership with students. To build a strong framework for student engagement and the student voice including systems and processes including the recruitment, line management, personal development and training for the team of eight Spirit of Sussex Award co-creators/co-developers.

Main accountabilities and responsibility areas

• To work with colleagues and external platform developers in shaping and facilitating the roll out of the Spirit of Sussex IT platform.

• Working with the schools, SSU and professional services as well as wider key stakeholders create awareness of the Spirit of Sussex Award through developing and maintaining effective working relationships.

• Working with colleagues across the university, as well as external opportunity providers (such as 3rd sector agencies) to create the foundations that will support the Spirit of Sussex Award including processes and procedures which are conducive to working with students as partners.

• To work closely with the wider division and university to develop and capture a range of opportunities which will enrich the student experience.

• Actively promote the concept and actualisation of the Spirit of Sussex Award in innovative ways to the entire student body including hard to reach students.

• To develop systems which will support students through all stages of the Spirit of Sussex Award process from registration to engagement.

• To manage, with colleagues in marketing, the launch of the Spirit of Sussex Award to maximise continuous engagement from the entire student body.

• To liaise with the University’s academic and support services to ensure buy in to the benefits of participating in the Spirit of Sussex Award and that all opportunities are captured within the award for both undergraduate and post graduate student.

• To recruit, train and supervise a team of eight student co-creators/co-developers to ensure successful launch and effective delivery of the award.

Major deliverables, projects, processes, responsibility areas etc.

• To continuously promote the Spirit of Sussex Award in various and innovative ways to the student body including those students who may have previously not engaged with activities both on and off campus.
• Develop, deliver and maintain new web pages and monitor student led social media to promote and co-ordinate and encourage continuous engagement with the new Spirit of Sussex Award.

• Design the training programme for the team of eight co-creators relating to the concept of co-creating, university structures and partnership working.

• To design systems to record and analyse data and statistical information including project outputs and costings.

• To thoroughly and continuously evaluate the Award and propose short and long term recommendations for the future development of the Award.

• To continuously support the development and enhancement of the Award by seeking feedback from participants and stakeholders.

• To manage the day to day administration of the Award including registration, monitoring and tracking engagement, checking evidence, liaising with students and preparation of reports. To contribute to promoting good practice to ensure compliance and improvements with the award.

• To develop processes which will not only capture student engagement but then signpost and encourage students to then broaden or deepen their engagement with the wider community of opportunities available.

• To contribute to promoting good practice to ensure compliance and improvements with the award.

• To produce regular project and programme progress reports as required by colleagues, stakeholders, committees and steering groups.

• To produce case studies, stories, articles with students that report on the Award.

• To administer and attend meetings pertaining to the Award.

• 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

• Develop, deliver and maintain new web pages and monitor student led social media to promote and co-ordinate and encourage continuous engagement with the new Spirit of Sussex Award.

• 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

Excellent listening skills and the capacity to motivate and encourage students

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 line managing 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 interpersonal, communication and negotiation skills

Literacy 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

Post graduate qualification desirable