

## JOB DESCRIPTION

<b>Job Title:</b>	EDI Coordinator
<b>Reporting to:</b>	Campaigns and Liberation Development Coordinator
<b>Place of Work:</b>	University of York Students' Union - Student Centre, YO10 5DD
<b>Hours of Work:</b>	15 hrs/wk fixed term until the end of the academic year
<b>Key relationships:</b>	Student Support and Representation Director, Community Team, Student Voice and Insight Manager, Student Voice Team, Sabbatical Officers and Student Representatives, University Widening Participation, Student Support, Sustainability and Equality and Diversity partners.

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### Job Overview

As our EDI Coordinator you will be responsible for supporting the Union to ensure EDI and social responsibility remain at the heart of what we do. You will be passionate about delivering initiatives which demonstrate our commitment to equality and support us in making changes to better our work.

You will support the delivery of our EDI work, help to develop resources and guidance to widen participation and work on engagement amongst less represented groups. You will support staff and student leaders in organising EDI-related activity and campaigns to make our activities as inclusive as possible.

You will work closely with the elected Equality & Inclusion officer to support and enable their work and will work with our student leaders and the University on diversity, liberation, inclusion, access and social responsibility.

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## Key Responsibilities

### Delivery

- Support the SU's Equalities Committee through the provision of administration and secretarial duties.
- Support staff and student leaders to deliver an exciting and meaningful programme of activity in relation to social responsibility, diversity, liberation and inclusion.
- To liaise with key stakeholders, including attending and supporting relevant University meetings and committees as needed.
- Facilitate work with elected officers, student groups, student leaders, volunteers and key partners to effect change.
- To support the delivery of the student-facing elements of the Union's Equality, Diversity and Inclusion Strategy and development action plan.

### Insight and Data

- To be aware, and share knowledge, of the EDI issues affecting students and work with the Sabbatical Officers, particularly the Equality and Inclusion Officer, student leaders and volunteers to limit their impact.
- To support research across a wide portfolio of EDI issues in order to give advice on diversity and inclusion issues.
- Analyse EDI data in relation to our students and volunteers, including benchmarking against Students' Union sector and University data to identify any gaps and inform strategic decision-making.

### Training Delivery

- To work with different teams across the organisation on the development and delivery of support materials and training for student leaders, volunteers and wider students to promote and support an inclusive and socially responsible culture.

## York SU's Values and Behaviours

To work with us, we expect our staff to uphold our core values and behaviours. These are:

### **Ambition**

*We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.*



**Innovation**

*We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.*

**Social Conscience**

*We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.*

**Authenticity**

*We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.*

**Partnership**

*We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.*

**General Notes**

- The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job.
- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook, constitution and policies.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Welcome events and Welcome Fair, Student Balls and any other key events, including elections if necessary.
- All staff are expected to champion an organisational culture which is inclusive and values and celebrates diversity, where students feel empowered to shape their Union
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- All staff are expected to uphold York SU's environmental and sustainability aims, ensuring good practice is met.
- All staff are expected to work within, promote and uphold the student-led and democratic ethos of the Students' Union.



## Person Specification

Requirements	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Knowledge of barriers relating to diversity and inclusion in Higher Education	X	
Experience collaborating across teams and organisations.		X
Relevant experience of supporting a wide range of equality and diversity and/ or social responsibility activities.		X
Experience of supporting others to lead campaigns or run projects to bring about change and have measurable impact.		X
<b>Knowledge &amp; Skills</b>		
Excellent communication and presentation skills, with the ability to communicate complex information clearly and persuasively to a wide audience.	X	
Sound planning and organisational skills.	X	
Demonstrable ability to support co-production of solutions with a wide range of staff and volunteer stakeholders.	X	
Knowledge of student life at the University of York and the role of the Students' Union	X	
Knowledge of or willing to learn about equality and diversity legislation.		X
Knowledge and understanding of the issues facing students in the Higher Education environment, especially those in under-represented groups.		X
A sound understanding of research skills, data analysis and evaluation.		X
<b>Personal Attributes</b>		
Commitment to equality, diversity and inclusion and/ or social responsibility and removing barriers to equality	X	
Sound judgement and the ability to handle competing priorities and a challenging workload.	X	
Demonstrable ability to engage with people from all backgrounds and with different levels of understanding of liberation topics.	X	
A strong commitment to sound ethical and environmental practices.	X	
A proven track record of taking an innovative and solutions-based approach to challenges, whilst considering the thoughts and experiences of others.		X

