

JOB DESCRIPTION

Job Title:	Student Researcher (two positions available)
Reporting to:	Research and Insight Development Coordinator
Place of Work:	Student Centre - University of York Students Union / Hybrid working
Hours of Work:	10 hours minimum per week. Semester time only contract. (Opportunity for the contract to be extended into the summer to complete research if needed)
Salary Scale Point:	Student Role (Skilled / Supervisor Rate) - £12.50 per hour

Job Overview

We are looking for two Student Researchers (part-time student roles) to join the Student Voice Team. Whilst you will be based in Student Voice, you will be working with staff members and teams across the Student Union.

You will support the Student Voice Team with interpreting and writing up insight gathered at our Outreach Events. You will also deliver research projects as requested by other teams across the Student Union - carrying out surveys, interviews and social listening as part of this. You will also evaluate the success and effectiveness of different research methodologies. You will support the Sabbatical Officers with their manifesto work, providing them with relevant insight and offering guidance around data collection and write-up. You will work alongside the Research and Insight Development Coordinator to ensure insight is being passed onto relevant staff and data gaps are being addressed.

The post holder/s will be knowledgeable of General Data Protection Regulations (GDPR UK) and will also pay particular attention to the confidentiality and sensitivity of student data when conducting research.

These roles are a perfect opportunity for someone who is interested in research and insight to develop their skills further within the Students' Union, which is experiencing an exciting period of transformation. These roles are only available to students studying at the University of York. Our student roles are flexible to offer students the opportunity to work around their studies.

Key Responsibilities

- Support teams across the Student Union with research projects - you might be working on multiple projects at the same time.
 - Adhere to completing projects by set deadlines.



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- Design and collect data through various approaches ie. surveys, interviews, focus groups.
- Utilise social listening skills to identify key areas of priority and concern for different groups of students.
- Abide by general data protection regulations UK (GDPR UK) regulations at all times when carrying out data collection.
- Ensure any data and insight you have gathered is accurate and credible.
- Analyse data you have gathered and interpret its meaning / how it links to the project you are working on and Union priorities.
- Compile your findings into written reports, and supporting teams to make creative and evidence-based strategies for student engagement.
- Communicate a summary of your findings to team members.
- Evaluate the successes and effectiveness of different research methods.
- Support the Student Voice Team with interpreting insight gathered from Outreach Events and disseminate this to relevant staff members.
 - Compile summaries of this information and share this with Sabbatical Officers / with other staff members.
- Support Sabbatical Officers with their manifestos, by providing them with relevant insight (from York SU events and/or from local/national reports) and giving them guidance around data collection / interpreting data.
- Work with the Research and Insight Development Coordinator to ensure insight is being disseminated across the organisation (addressing data gaps), and monitor organisational research to ensure there is no cross-duplication happening.

General Duties

- To support general administration relating to student voice and democratic activity.
- To support key Student Voice projects and events throughout the year as required, which may include Elections, Excellence Awards and the Community Conference.
- To support the directorate in any additional duties as deemed appropriate.
- To attend mutually agreed training, development opportunities, and staff meetings.
- To attend regular 'one to one's' with the Research and Insight Development Coordinator.

York SU's Values and Behaviour

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.
- To uphold York SU's environmental and sustainability aims, ensuring good practice is met.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.



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PERSONAL SPECIFICATION

Requirements	Essential	Desirable
Qualifications & Experience		
Current student (undergraduate or postgraduate) at the University of York	x	
Knowledge of research methods	x	
Experience of creating charts and graphs to visualise information / data	x	
Experience of writing written reports / summary reports	x	
Experience of conducting own research		x
Experience using data collection tools (Google Forms, SurveyMonkey) and data analysis tools (Excel, SPSS)		x
Knowledge & Skills		
Excellent written and communication skills; able to communicate with a wide range of stakeholders including staff and Sabbatical Officers	x	
A strong knowledge of Google Docs, Presentation, Sheets (or Microsoft equivalents)	x	
Good understanding of GDPR, confidentiality and ethical considerations when it comes to working with data	x	
Ability to work on own initiative and problem solve	x	
Ability to work independently and in collaboration with others	x	
Ability to work on multiple projects at the same time and meet deadlines	x	
Good working knowledge of data administration and data organisation skills		x
Personal Attributes		



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Work well and engage with a wide variety of people from diverse backgrounds	x	
Ability to deal with sensitive issues with compassion	x	
Self-motivated to continuously improve in role and expand skills around insight gathering / research	x	
Attention to detail and accuracy, identifying where there are gaps in research and being able to address these	x	
Confidence to seek help when needed	x	

Date Updated (& Initials): 03/02/25 GS