**UNIVERSITY OF HERTFORDSHIRE JOB**

**DESCRIPTION**

**Post:** BME Student Advocate (10 positions)

**Grade:** UH4 (point 14)

**Day-to-day supervision:** Race Equality Project Officer

**Responsible to:** Deputy Director of the Learning and Teaching Innovation Centre

**MAIN PURPOSE OF JOB**

The role of the BME Student Champion is to support and inspire BME students. As well as being excellent role models for other students the postholder(s) will help the University to further understand the experiences of students from different ethnic backgrounds and will help staff to improve inclusive practices. The postholder(s) will also enable much better BME inclusion and representation.

The postholder will be allocated two schools to work with, specific duties are attached. Work will be undertaken within the University and will include working on an individual and/or group basis with students and staff.

The BME Student Advocate role is an excellent opportunity to gain some valuable work experience and leadership skills as well as developing professionalism, respect for others and social awareness.

**RESPONSIBILITIES AND DUTIES**

* To create safe spaces so that BME students in the Schools are able to voice any concerns, seek guidance and support and share their experiences of studying at UH.
* To support the careful dissemination of data associated with the BME attainment gap to students.
* To facilitate dialogue with staff members so that the issues which may be faced by BME students in the Schools can be addressed.
* To represent BME students and raise issues of concern, or ideas for change at School meetings, workshops or other forums.
* To promote race equality and be role models for other BME students.
* To work with staff to improve the inclusivity of their curricular.
* To inspire and support other BME students.
* To raise awareness amongst the student body about BME issues
* To support and develop campaigns related to student BME issues
* To work with the BME Student Success Working group regularly reporting activities and findings.
* To perform other duties as determined by the Deputy Director of the Learning and Teaching Innovation Centre (LTIC).

**SUPERVISION RECEIVED**

Supervision will be given by the Race Equality Project Officer.

**SUPERVISION GIVEN**

None.

**HOURS OF WORK**

The hours of work for this post are 4 hours per week for 26 weeks (end of Sep to April excluding Christmas and Easter vacation periods) 104 hours.

**RELATIONSHIPS/CONTACTS**

**Internal:** Academic and professional staff, Students across the University and the BME Student Success Working group.

**External:** Staff of appropriate professional, governmental and educational institutions.

This document outlines the duties required, for the time being, of the post holder for the post entitled BME Student Advocate Level 4 to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and the line manager may vary duties, from time to time, which will not affect the general character of the post or the level of responsibility of the post holder.

The post holder will be expected to move between departments and campuses as appropriate.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Undertaking academic study at the University of Hertfordshire |  |
| **Experience** |  | * Experience of working with a variety of people from different cultures, backgrounds and ages
* Experience of working in an information-providing capacity
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| **Knowledge And Ability** | * Excellent verbal communication skills
* Ability to collect, process and present data
* Ability to work alone or as part of a team
* Ability to use your own initiative
* Ability to deal with sensitive material with strict confidentiality
* Good IT skills including use of Word and Exce
 | * Knowledge of the University
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| **Personal Attributes** | * Effective team work skills
* Responsible
* Reliable
* Organised
* Excellent Time Keeping skills
* Approachable
* Able to demonstrate initiative and the ability to learn essential new skills
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