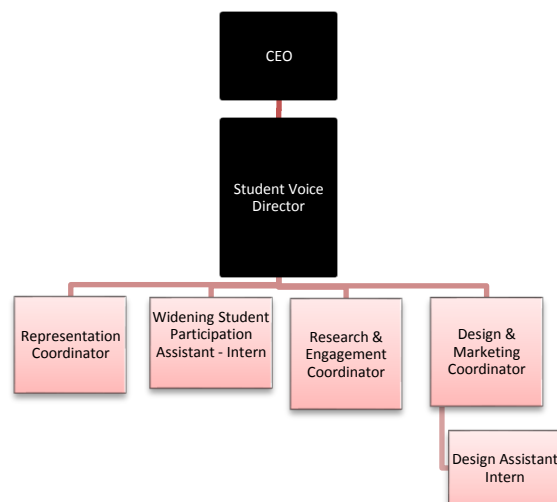




Job Description

- Post Title:** Widening Student Participation Assistant - Internship
- Salary:** This post has been evaluated at Grade 2.
- Hours:** 35 hours per week, 12-month internship.
- Work Base:** The post holder will be expected to work at the Penryn and Falmouth campuses.
- Employer:** **FXU is a registered charity governed by an elected Board of Trustees, to whom all employees are accountable. FXU staff members are employed by Falmouth University on behalf of the FXU Board of Trustees.**
- Responsible To:** Student Voice Director
- Accountable to:** The democratic decision-making process of the organisation, in line with the Constitution.



Purpose of Post:

This is an exciting fixed-term twelve-month internship that offers the chance to gain an insight into working for a charity, issues associated with education and representation of students as well as managing projects associated with widening student participation in the Students' Union. The intern will have an opportunity to learn about all the FXU departments and undertake relevant training & development throughout the year. The aim of the post is to work with students to develop projects that support greater student involvement from underrepresented groups. The intern will work as part of the Student Voice Team and will have the opportunity to work closely with the FXU Student Leadership Team (e.g. Widening Participation Officer/International Officer/Postgraduate Officers/Mature Students Officer). This role also incorporates some elements of academic representation, working with the FXU Representatives Coordinator, President Exeter and President Falmouth.

1. Main Duties & Responsibilities

- 1.1. To support the Student Voice team and FXU in developing and delivering activities for current students, particularly those from underrepresented groups (e.g. Mature, International, Flexible / Online and Post-Graduate students, including those at partnership institutions).
- 1.2. Work with the Student Voice Director and Student Voice Chairperson to co-ordinate support for the FXU Leadership Team including meetings, updates, feedback to students and recognition & rewards.
- 1.3. Link elected officers with relevant clubs & Societies and staff to devise and deliver engaging, evidence based campaigns and events on issues surrounding widening student participation within FXU activities.
- 1.4. To communicate, liaise and maintain effective working relationships with colleagues within Falmouth University, University of Exeter and Falmouth Exeter Plus, as well as individuals and organisations outside FXU in order to develop systems to represent the needs and views of WP target groups (e.g. Cornish & commuter students).
- 1.5. Co-ordinate FXU representation on the International Student Experience Group (ISEG) and play a key role in coordinating events, campaigns and activity as required.
- 1.6. To provide information and intelligence on widening student participation activity to the Student Voice team as directed by the Student Voice Director.
- 1.7. Working with our Student Voice team, help to enhance student participation in key FXU activities (e.g. Freshers' events, Elections, Campaigns).
- 1.8. Co-ordinate the FXU 'You're Brilliant Awards' including training, promotional activity and resources.
- 1.9. Providing support to the Student Voice Team as required, to support and develop academic representation.

2. General Duties and Responsibilities

- 2.1. To work in line with the FXU Mission, Vision and Values at all times, working with others to provide a supportive, responsive, student-centered environment and services.
- 2.2. To actively support elected student officers, volunteers and employees in playing a full role in FXU decision making and activities, ensuring that FXU maintains a student-led ethos.
- 2.3. To present a positive image of FXU at all times, through every aspect of your work.
- 2.4. To maintain an up to the minute working knowledge of all FXU service areas in order to support them and provide accurate, detailed information to students and others.
- 2.5. To ensure that all FXU policies, procedures and agreed protocols are adhered to.
- 2.6. To contribute to FXU planning, review, monitoring and reporting processes and activities.
- 2.7. To participate in FXU team meetings and activities and represent FXU at other meetings as agreed.
- 2.8. To ensure that all FXU marketing and communication materials within the designated area of responsibility are accurate and up to date. Participate in open days and events as agreed to promote FXU.
- 2.9. To actively support equality and diversity policies of FXU, University of Exeter and Falmouth University.
- 2.10. To respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation.
- 2.11. To attend training courses as identified and agreed for appropriate development.
- 2.12. To participate in the Annual Performance Development Review Process.
- 2.13. Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
- 2.14. To undertake other duties not specifically stated above, which from time to time are necessary without altering the nature or level of responsibility involved.
- 2.15. To work in accordance with FXU's Environmental Impact & Ethics Policy and to make a commitment to improving FXU's environmental impact by means of energy saving and recycling in the workplace.

Person Specification

	Essential	Desirable
Qualifications		
Educated to Grade C or above in GCSE Maths and English (or equivalent qualifications/experience)	X	
A degree or equivalent qualification	X	
Experience		
Experience in supporting and representing students, with a strong understanding of academic representation	X	
Experience of delivering a programme of activities, including managing events		X
Experience of working with internal and external stakeholders		X
Relevant administrative experience		X
Experience of conducting relevant research		X
Knowledge		
Knowledge of the barriers faced by underrepresented groups of students within the HE sector		X
Familiarity with monitoring trends and analysing data, using statistics and performance measurements		X
Knowledge of child protection and safeguarding legislation, equality and diversity issues		X
Skills		
Excellent communication skills – including written & networking skills	X	
Must be able to demonstrate the ability to deal with a varied and complex workload, and work both independently and as a committed team member	X	
Ability to critically analyse data and draw conclusions	X	
Knowledge of IT packages; including MS outlook, & Excel	X	
A high level of cultural sensitivity		X