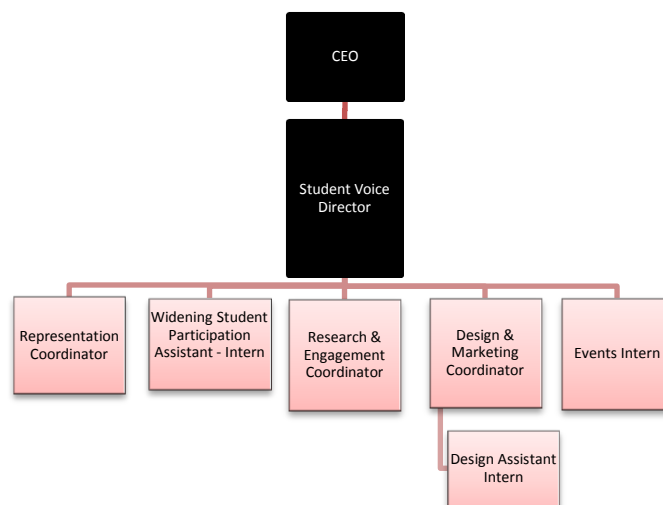




## Job Description

|                        |   |
|------------------------|---|
| <b>Post Title:</b>     | Widening Student Participation Assistant - Internship   |
| <b>Salary:</b>         | This post has been evaluated at Grade 2.  |
| <b>Hours:</b>          | 35 hours per week, 12 months internship.  |
| <b>Work Base:</b>      | The post holder will be expected to work at the Penryn and Falmouth campuses.   |
| <b>Employer:</b>       | <b>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.</b> |
| <b>Date:</b>           | March 2016  |
| <b>Responsible To:</b> | Student Voice Director  |
| <b>Accountable to:</b> | 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 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 Widening Participation Officer.

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## 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, Post-Graduate students)
- 1.2. Support elected officers, student groups and staff to devise and deliver engaging, evidence based campaigns on issues surrounding widening participation within FXU activities.
- 1.3. Work with the Research & Engagement Coordinator to conduct useful research that helps FXU understand issues related to widening participation within FXU activities and services.
- 1.4. To provide administrative support and advice to the Student Voice team as directed by the Student Voice Director.
- 1.5. Analysis of data to produce and help deliver briefings to full time officers and the Student Voice team.
- 1.6. Working with our Student Voice team, help to improve student participation in key FXU activities (e.g. Freshers events, Elections, Campaigns).
- 1.7. Helping to deliver training and support to students as directed by the Student Voice team.
- 1.8. Generally making yourself useful as part of the Student Voice team.

## 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. 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 and the institutions (E.g suppliers, promoters, local businesses, media / press contacts, etc.)
- 2.14. 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.
- 2.15. To undertake other duties not specifically stated above, which from time to time are necessary without altering the nature or level of responsibility involved.
- 2.16. 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**

|   | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| <b>Qualifications</b>   |                  |                  |
| Educated to Grade C or above in GCSE Maths and English (or equivalent qualifications/experience)                                | <b>X</b>         |                  |
| A degree or equivalent qualification  |                  | <b>X</b>         |
| <b>Experience</b>   |                  |                  |
| Experience in supporting and representing students  | <b>X</b>         |                  |
| Experience of delivering a programme of activities  |                  | <b>X</b>         |
| Experience of working with internal and external stakeholders   |                  | <b>X</b>         |
| Relevant administrative experience preferably gained in the higher education sector   |                  | <b>X</b>         |
| Experience of successful project management   |                  | <b>X</b>         |
| <b>Knowledge</b>  |                  |                  |
| Knowledge of the barriers faced in widening participation by underrepresented groups of students within the HE sector           | <b>X</b>         |                  |
| Demonstrate a knowledge of research tools available to understand issues related to widening participation                      |                  | <b>X</b>         |
| Familiarity with monitoring trends and analysing data, statistics and performance measurements related to volunteering activity |                  | <b>X</b>         |
| Knowledge of child protection and safeguarding legislation, equality and diversity issues                                       |                  | <b>X</b>         |
| <b>Skills</b>   |                  |                  |
| Excellent communication skills – including written & networking skills  | <b>X</b>         |                  |
| Ability to deal with a varied and complex workload, with the ability to work independently and as a committed team member       | <b>X</b>         |                  |
| Knowledge of IT packages; outlook, excel, databases   | <b>X</b>         |                  |