

ROLE DESCRIPTION

COMMUNITIES & EQUALITY OFFICER

Position	Officer Trustee
Start Date	26 June 2023
Hours of Work	Full time, working 35 hours per week
Contract:	Fixed Term Contract 26 June 2023 – 5 July 2024
Salary:	£21,778.60 per annum (including at least 6-weeks' annual leave, plus bank holidays)

WHAT DOES THE ROLE DO?

The Communities & Equality Officer, with the other Full-Time Officers, leads the Guild and represents students studying at the University's Exeter campuses. You will shape the work of the Guild as well as work with senior leaders at the University to improve the student experience.

The Communities & Equality Officer leads on ensuring students from different communities, liberation groups and underrepresented groups are celebrated, supported and represented during their studies. As well as leading on the removal of systematic and structural barriers impacting students within the Guild, University and beyond.

WHAT ARE THE KEY RESPONSIBILITIES?

The responsibilities and duties of the Communities & Equality Officer includes:

- Act as the officer lead on communities, belonging, inclusion and diversity, ensuring that students impacted by systematic and structural barriers are supported and represented at a University, local and national level.
- Organise and help to ensure that the Guild leads challenging campaigns on belonging and diversity, working to remove barriers to participation for students during their studies, locally and nationally.
- To empower and support communities and inclusion by championing student-led groups and initiatives to recognise, celebrate, represent and empower students from diverse backgrounds.
- To work in partnership with the University on belonging, diversity and inclusion related issues and events, ensuring student views are represented.
- To work closely with the Guild's Community Representation team to support student led campaigns, events and initiatives to promote belonging, inclusion and diversity (i.e., liberation history months)
- Fulfil the role of a **trustee**, overseeing the Guild's governance, finance and strategy and other duties as a trustee, alongside the other members of the Trustee Board.

WHAT DOES IT MEAN TO BE A TRUSTEE?

The Students' Guild is a registered charity governed by a Trustee Board, which is made up of student trustees, external trustees who bring different expertise (legal, financial, etc) and the elected Full-Time Officers such as this role. The Trustees are ultimately responsible, individually and collectively, for all activity within the Guild. The Students' Guild Trustee Board is responsible for setting the vision of the organisation, ensuring it is financially sustainable and well run, and delivering the charitable outcomes set out in our [Articles of Association](#).

WHAT DOES AN AVERAGE WEEK LOOK LIKE?

Being a Full-Time Officer and working in the Students' Guild is a unique experience with no two weeks ever being truly the same, but as Communities & Equality Officer an average week for you may include:

- Collaboratively hosting a community café event with students to promote Disability History Month.
- Attending a meeting with members of the University's EDI team to discuss ongoing projects to ensure student voices are represented.
- Working in collaboration with the Education Officer on a campaign around diversifying the curriculum.
- Meeting with international students to discuss how to improve their student experience.

WHAT SUPPORT AND TRAINING DO I GET?

This role is supported by a full programme of training, development, and professional coaching to help build all the skills and knowledge required, and to support longer-term career development. You'll receive support in a variety of ways in the role, including:

- A primary staff support within the Guild who you will meet on a regular basis to support you in your role to represent and deliver for students.
- Support from a network of staff from across the Guild who will support you day to day.
- Leadership coaching provided by an external organisation to support you in your role and help you prepare for the next steps in your career after being an officer.
- Two week handover period with the outgoing officer team, as well as a team residential and a comprehensive programme of training over the summer to induct you into the organisation and your role.
- Additional training opportunities (i.e., Mental Health First Aid training) and ability to attend sector events.

WHAT WILL YOU BRING TO THE ROLE?

- A passion for ensuring students are represented and empowering others to drive change.
- Ability to collaborate with others, working effectively as part of a team and able to communicate with a wide range of people.
- Ability to prioritise, problem-solve and take an adaptive, flexible approach to working.
- Should be proactive, personable, approachable and resilient.

WHAT WILL YOU GAIN FROM THE ROLE?

- Develop skills which are great for your CV, especially if interested in the charity or higher education sector, or politics.
- Learn new things including management of finances, people and strategy, as well as charity law and campaign delivery.
- Make a difference – you will give input to key decisions about the direction of the Guild and collaborate with students to make change.
- Meet new people and build networks.
- Have fun!

ELIGIBILITY INFORMATION

- You must be a registered as a **student** (undergraduate or postgraduate) of the University of Exeter in order to nominate yourself for this role.
- This is a **full-time** (35 hrs per week) **employed** role, therefore you must have the right to work full-time in the UK.
- This role is a **trustee** of the Guild, you must be eligible to be a charity trustee.
- The term of office for the academic year 2022/23 will begin 26 June 2023 and end 5 July 2024.

To find out more about this role, you can contact one of the current [Full-Time Officers](#) or email the Voice Team at voice@exeterguild.com.