

<b>Post Title:</b>	<b>NOT ON COORDINATOR</b>
<b>Responsible to:</b>	Student Voice & Representation Manager via the Senior Advice Coordinator
<b>Responsible for:</b>	Not On Ambassadors and other student staff (as appropriate)
<b>Grade:</b>	Guild Grade 4

---

**Organisation:**

This role is part of the Student Voice & Representation department working collectively with colleagues delivering the Guild's student advice, representation, democracy, policy and campaigns work. The Student Voice & Representation Team is part of the Support & Representation Directorate.

**Job Purpose:**

The Not On Coordinator role supports the delivery and development of the Not On Project plan, along with supporting the work of the wider Voice & Representation department. We expect Coordinators to help to create an inclusive and engaging environment for all.

Not On is a joint University of Birmingham and Guild of Students project that aims to promote an environment in which sexual harassment of any kind is deemed to be unacceptable. Through peer-to-peer workshops, led by the Not On ambassadors, students are enabled to have the knowledge, ability and confidence to report and take action against all forms of sexual harassment.

The role is required:

- To develop and support the delivery of the Not On Campaign project plan, working with Ambassadors, students and stakeholders to grow the impact of Not On workshops and other peer-to-peer training activities
- To support the development and delivery of new Not On initiatives, in partnership with Guild and University stakeholders

Success in the role will require a highly student and customer focused approach together with an emphasis on teamwork. The role involves collaboration with internal and external stakeholders, acting as a positive ambassador for the Guild and facilitating under-represented groups to find a comfortable place here. Supporting a culture of ambitious

targets and a positive team spirit are also key. Coordinators are expected to follow the Guild's competency framework, which should be read in conjunction with this job description.

### **Key Role Responsibilities:**

1. To work with the Senior Advice Coordinator and the Student Voice & Representation Manager to develop, support and deliver the Not On Project Plan
2. To administrate the Not On Project, including design and delivery of the workshop programme, undertaking relevant research projects and assisting with the evaluation of the project
3. To develop and maintain effective working relationships with key staff at the University of Birmingham and other internal and external stakeholders, to support to delivery and development of new and existing project initiatives
4. To coordinate the support and development of student staff from the Not On Project ensuring the development and implementation of the project plan
5. To regularly review, evaluate and report on Not On project activities and their effective engagement with students, including to University stakeholders, recommending improvements and implementing new activities to drive impact
6. To support the wider work of the Guild Officer Group.
7. To ensure the use of available evidence within Voice & Representation to campaign for positive change for students
8. To keep up-to-date with developments in Higher Education and within the University, with specific reference to the scope of the Not On campaign, ensuring reference material and information systems are effective and up-to-date.
9. To recommend to the Senior Advice Coordinator and the Student Voice & Representation Manager strategies to improve the standards of the service provision and undertake any project work at their request

10. To support the Student Voice & Representation Manager and the wider work of the Department, where necessary, in the event of sickness, holiday or other exceptional circumstances.

**General Duties:**

1. To undertake appropriate induction and ongoing training and personal development, as required for the role.
2. To adhere to all Guild policy with reference to HR, staffing, health and safety, data protection, environmental and any other specific Guild Policy which impacts upon your role or that of the team.
3. To be familiar with the Guild's competency framework, striving always to demonstrate the positive behaviours which drive the highest standards of personal and organisational performance in supporting our students. Grade 5 Coordinators should be developing within level 1 of the six competencies (Student and Customer Focus, Accountability, Results Focus, Inclusivity, Communication and Teamwork) which is designed to support staff to achieve high performance.
4. To act as a role model in portraying a positive image of the Guild both internally and externally, acting as an ambassador and displaying high standards of personal integrity and professionalism.
5. To support the work of Guild Advice in the event of sickness, holiday or other exceptional circumstances.
6. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

**July 2021**



## Person Specification: Not On Coordinator

You must be able to demonstrate in your application that you have;

	Essential	Desirable
<b>QUALIFICATIONS</b>		
Good general education to degree standard, typically including Maths and English at least to GCSE C or equivalent	✓	
<b>EXPERIENCE</b>		
Experience of developing and evaluating services or activities and demonstrating impact to stakeholders	✓	
Experience of designing and delivering training, workshops or events	✓	
Experience of using own initiative for problem solving in professional context	✓	
Experience of project management or impact tracking	✓	
Experience of working with students / young people		✓
Experience of supervising staff or volunteers		✓
<b>SKILLS AND KNOWLEDGE</b>		
Demonstrable working knowledge of higher education, student engagement and the issues affecting students today	✓	
Ability to effectively promote, deliver and evaluate project activities and events	✓	
Ability to establish strong working relationships with a wide range of individuals both within and outside the Guild of Students and the University, including students, Guild Officers, University colleagues and community organisations	✓	
Ability to take a constructive and co-operative approach to solving problems	✓	
Ability to work using own initiative	✓	
Ability to present information clearly and concisely in writing or verbally, including the development of training plans and workshop briefs	✓	

Good IT skills including proficiency in Microsoft Office including word processing and spread sheets and the ability to create high quality presentations / training materials	✓	
A willingness to learn new skills as required and undertake appropriate training	✓	
Able to adapt in a changeable environment, to best meet the needs of students	✓	
An understanding of the issues around sexual harassment, consent or Equality, Diversity & Inclusion in a Higher Education setting	✓	
<b>PERSONAL QUALITIES</b>		
Motivated by working in a student-led, democratic workplace	✓	
<b>Student &amp; Customer focus:</b> Keeps student leadership and the needs of students and customers at the heart of activities	✓	
<b>Accountability:</b> Takes personal responsibility for the important role they play in the Guild's work and in wider society	✓	
<b>Results Focus:</b> Strives for the best results – gets things done on time and to a high standard	✓	
<b>Inclusivity:</b> Values diversity - works to create an inclusive and engaging environment across all our activities and services	✓	
<b>Communication:</b> Communicates clearly and appropriately to people across our students' union and outside	✓	
<b>Teamwork:</b> Builds good relationships and works effectively with a range of people to deliver our shared goals	✓	

