

JOB DESCRIPTION AND PERSON SPECIFICATION: EDUCATION DEVELOPMENT LEAD



Job description

Role:	Education Development Lead
Grade:	Grade A – £26,978 to £29,663
Full/Part time:	Ful time
Contract term:	Permanent
Responsible to:	Education Development & Communities Manager
Responsible for:	Supervision of placement, student staff and volunteers.
Hours:	Standard hours are 37 hours per week These can be worked flexibly, and we are happy to discuss alternative working patterns.
Location:	The Union, Manchester We support hybrid working in line with business needs.
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK
Benefits:	<ul style="list-style-type: none">+ 26 days annual leave plus at least six discretionary days (four at Christmas and two at Easter) and bank holidays+ Employer pension contribution matched up to 6%+ We support a hybrid working in line with business needs+ Supportive, needs-based compassionate and other leave+ Supportive maternity, parental, adoption and partner's leave+ Cover the cost of your eye test and £100 towards new glasses+ An employee assistance programme to support your wellbeing+ Plenty of opportunities for learning and development+ Access to student discounts online and in the city

Purpose of the role

Plan, manage and evaluate educational co-creation through developing on course belonging alongside consultative representation systems. You will ensure a collaborative, effective and proactive academic representation processes are in place for the development of educational communities and course reps.

Principal duties

Role specific:

- + Coordinate and develop local education representation systems within communities, that accurately and legitimately represent Manchester Met students and creates positive change.
 - + Lead on student representative recruitment, training and ongoing support, including communications, digital and physical resources, guidance and social activities.
 - + Maintain a partnership approach to delivering the representation scheme, through positive relationships with university stakeholders and union colleagues.
 - + Promote, administer and monitor systems evaluating the impact of student representation.
 - + Facilitate the creation and development of academic communities to work with the university to shape their own experiences.
 - + Facilitate close links and partnership working between academic communities and academic representatives.
 - + Ensure volunteer personal development and reward and recognition are an integral part of the local representation offer.
- + **Organisational stewardship and leadership:**
- + Participate in team planning days
 - + Assist in key students' union events, projects and activities throughout the year including Welcome week, elections and supporting the officers in delivering their plans
 - + Raising purchase and sales orders as instructed by budget holders, ensuring all financial paperwork is passed to the finance team and role is performed in line with union finance regulations.
 - + Perform duties in line with The Union's policy and procedure framework
 - + Contribute to maintaining communal areas and team stores

The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required. The Job Description may be subject to amendment from time to time after discussion with the post holder. This job description does not constitute part of the contract of employment.

Person specification

Criteria	Essential or desirable
Qualifications	
We accept candidates from any educational background.	Essential
Train the Trainer	Desirable
Experience	
Excellent verbal and written communication skills	Essential
Experience of volunteer management and support	Essential
Experience of training provision	Essential
Experience of delivering projects and managing multiple deadlines.	Desirable
Experience of working within a membership led or volunteer organisation	Desirable
Experience of supervising staff day to operations.	Desirable
Knowledge and skills	
A good understanding of the importance of belonging, the strength of community and co-creation in higher education.	Essential
A good understanding of representation and influence.	Essential
Understanding of HE issues and issues affecting HE students	Essential
A good understanding of the principles of governance and democracy	Essential
Personal attributes	
A collaborator who can work as part of a team and with a wide variety of staff, students, and stakeholders.	Essential
Independent and self-reliant, able to use own initiative to manage workload to ensure personal deadlines are met.	Essential
Friendly, approachable and personable, creating a welcoming and positive place towards colleagues, stakeholders and students.	Essential

Ability to develop and to apply creative and innovative solutions.

Desirable.

Values and ethics

Understanding of and commitment to the principles of equity, inclusion and diversity, and [The Union's values](#).

Essential
