PART 1 – TO BE COMPLETED FOR ALL ROLES

Student Project Officer (Connect Women in SET Project)	
Role Description	

Grade & Salary:	Grade 4 Salary £25,298 - £30,175 pro-rata 0.4 FTE
Campus Location:	Merchiston, with travel as required
Line Manager:	Employer Opportunities Team Lead
Line Management Responsibility for:	N/A
Organisational Structure:	☐ Tick to confirm attached
Role Summary:	*Co-ordinating student activity related to "Connect Women in SET" across School of Engineering and the Built Environment and the School of Computing.* • To develop and co-ordinate the Connect networks for female students studying computing, engineering, and the built environment. • To support students and student Connect groups to facilitate employability events for female students ensuring links with female professionals and employers. • To utilise web and online communications to support the aims of Connect • To liaise with Equate Scotland around joint events for female students.

Main Duties and Responsibilities

1. To develop, organise and promote employability events and workshops for female students in the School of Engineering and the Built Environment and the School of Computing where women are under-represented as students.

2. To work in partnership with students to ensure the project addresses student needs.

3. To manage support for the maintenance and enhancement of the student led Connect groups, one within School of Computing and one within School of Engineering and the Built Environment.

4. To build links with staff in the Schools who will support the aims of Connect groups and to work closely with the School Academic Leads.

5. To support School Open and Applicant Days.

6. To build links with employers, employer groups, professional associations and trade unions across relevant industry sectors to support our female students, liaising with the School's placement office.

7. To maintain the Connect groups websites and associated resources.

8. To identify and promote online opportunities for the Connect groups using social media.

9. To work collaboratively with colleagues within Employability & Opportunities to support female students in the School of Engineering and the Built Environment and the School of Computing develop the skills and networks to enter STEM graduate destinations.

10. To work with the Assistant Dean and School Academic Leads to undertake planning activities in relation to the two Connect groups and report back on the progress of the project.

11. To identify, document and communicate good practice related to the aims of Connect to students and more widely.

12. To work collaboratively with other team members in Equate Scotland, particularly the Student Project Officer for the Interconnect project.

INVESTOR IN PEOPLE

Attributes	Essential Requirements	Desirable Requirements
Education/Qualifications	Degree or equivalent	Degree or equivalent in Science, Engineering, Built Environment Computing or Technology subject area
Experience	Experience of organising student or group activity, such as internal and external presentations or networking events. Experience of Project Management Able to demonstrate experience in events organisation Experience in and knowledge of the use of Social media for supporting student groups	Experience of working in a Science, Engineering, Built Environment, Computing or Technology environment Experience in planning promotional campaigns Experience in content management systems Experience of working with students associations and/or the student movement Experience of working with/supporting student led groups
Skills/Personal Requirements	Excellent communication and presentation skills, ability to	Can demonstrate understanding and awareness of specific issues relevant to minority ethnic

	communicate and build relationships effectively with people at all levels Ability to engage women in activities to increase their employability through group activities Excellent IT skills including Microsoft Word, Excel, Outlook Excellent organisational and prioritisation skills.	women and women with disabilities Ability to show initiative and creativity Knowledge and awareness of the organisational and cultural barriers to women's access to and progression in careers in SET Ability and willingness to travel and to work occasional evenings and Saturdays