

PART 1 – TO BE COMPLETED FOR ALL ROLES

Student Engagement Coordinator	
Role Description – coordinating the development of the Equate Scotland Student Network and working with staff across universities and colleges in Scotland.	

Grade & Salary:	Grade 4 Salary £ 0.6 FTE pro-rata
Campus Location:	Equate Scotland, 219 Colinton Road, Edinburgh, EH14 1DJ
Line Manager:	Training and Development Manager
Line Management Responsibility for:	N/A
Organisational Structure:	<input type="checkbox"/> Tick to confirm attached
Role Summary:	<ul style="list-style-type: none"> • To develop and co-ordinate the Equate Student Network and events for women students studying Science, Engineering, Technology and the Built environment in Scottish colleges and universities. • To work with a network of student champions and staff across universities and colleges to engage in gender equality in STEM activities and develop their skills. To create online resources and utilise online communications to support the aims of the Equate Scotland Student Network.

Main Duties and Responsibilities

	<ol style="list-style-type: none"> 1. To develop, organise and deliver two national workshops for women students in Scottish colleges and universities and for the university and college staff supporting them. To organise and promote the Equate Student Network national conference and awards 2. To engage with commercial partners to find sponsorship to invest in the annual national conference 3. To work in partnership with students and student champions to ensure the project addresses student needs. 4. To build links with staff in colleges and universities who will support the aims of the network. 5. To develop online resources, assisting universities and colleges to recruit and engage student champions and supporting student champions to deliver women in STEM events. 6. To build links with employers across relevant industry sectors to support women students and groups in STEM. 7. To maintain the network's pages on the Equate Scotland website and promote the network's events and profile using social media. 8. To work collaboratively with other team members in Equate Scotland and provide support to deliver Equate Scotland's core training packages.to organisations across Scotland.
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9. To keep accurate databases and records and provide reports as required by the Steering Group and in accordance with the requirements of external funders

Attributes	Essential Requirements	Desirable Requirements
Education/Qualifications	HNC or relevant work experience	Degree or professional qualification in Science, Engineering, Built Environment or Technology
Experience	<p>Event organisation</p> <p>Social media for marketing</p> <p>Developing stakeholder relationships</p> <p>Experience of delivering workshops or training.</p>	<p>Experience of working with students or within student development.</p> <p>Experience of or a strong understanding of current gender equality priorities in further and higher education.</p>
Skills/Personal Requirements	<p>Strong communication skills (written, oral and presentations)</p> <p>Strong organisation, planning and prioritisation skills</p> <p>Knowledge and awareness of the organisational and cultural barriers to women's access to and progression in careers in STEM and intersectional inequality issues for women.</p> <p>Confident IT skills including Microsoft Word, Excel, Outlook</p> <p>Ability and willingness to travel and to work occasional evenings.</p>	

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