

JOB DESCRIPTION

Post title:	Diversity and Inclusion Manager
Salary:	Circa £27.5k
Full/Part Time:	Full time
Contract term:	Permanent
Date of Writing:	16 December 2021
Accountable to:	Head of Education & Advocacy
Accountable for:	Diversity and Liberation Coordinator; Diversity and Inclusion Ambassadors (student staff)
Hours	35 hrs per week (usually Monday-Friday within core hours, but you will be required to work occasional evenings and weekends to engage with campaign activity). We are happy to discuss alternative working patterns
Location:	Usually located at the main Students' Union Building, but will be required to work at other sites when required
Eligibility:	Open to applicants with relevant skills and experience
Benefits	Annual leave 30 days + Christmas close + bank holidays, employer pension contribution matched up to 8%, travel loan scheme

TYPICAL WORKING DAY

This role will be split between desk-based work, training/engagement sessions and meetings. Meetings will be in person and on Zoom/Teams with a range of stake holders from students to senior University staff. We have an open plan office where desk space is available, and we also offer the option to work from home for part of the working week. The role will require writing reports, motivating and engaging staff and students

PRINCIPAL DUTIES

Management and oversight of the team

- Lead and manage an effective and impactful student-centred Diversity, Liberation and Inclusion Team within the Union; shaping team objectives and departmental plans that support us in delivering against our liberation strategy
- Provide line-management support to the team, adopting a coaching management style and overseeing training and development of the team to ensure that they are experts in their field of work
- Manage the diversity & liberation budgets and to provide regular financial updates for externally funded projects
- Be a part of the Education and Advocacy management team and contribute to department and Union wide projects and operational planning
- Work in partnership with HR & the Deputy CEO to inform the internal programme of work

Leading on student-facing diversity liberation & inclusion work

- Support the team to develop and deliver an exciting and meaningful programme of activity in relation to diversity, liberation and inclusion that is engaging to a wide range of students (both experts and non-experts)
- Facilitate work with elected officers, established student groups, student leaders and external organisations, to effect change on behalf of and alongside University of Manchester students
- Support student-led/grassroots campaigning and activity in these areas across campus to achieve 'wins' and impact for and with students
- Oversee the administration of the Liberation Grant, reducing financial barriers for our students developing and delivering diversity and liberation activity
- Expand our reach to include work with new students and student groups
- Regularly engaging with our elected officers to ensure that they are at the heart of our liberation agenda

Working in partnership with the University to deliver the Diversity and Inclusion Ambassador project

- Recruit and manage our Diversity and Inclusion Ambassadors, developing and delivering induction and training sessions where needed
- Meet regularly and work in partnership with University colleagues to oversee the project
- Contribute to the setting of project goals and objectives, ensuring that our Diversity and Inclusion Ambassadors have a clear set of actions and targets to work through
- Support the work of our Diversity and Inclusion Ambassadors and provide them with a key link to relevant Students' Union and University staff and teams

GENERAL DUTIES OF ALL STAFF

- Contribute to the delivery of the team's objectives as determined in the operating plans
- Provide support and assistance to the elected officers as required
- Undertake all administrative aspects associated with the individual role
- Assist in key Students' Union events throughout the year including Welcome Week & Elections
- Adhere to all Students' Union policies & procedures
- Contribute to Union projects and participate in working groups

PERSON SPECIFICATION – Diversity and Inclusion Manager

Criteria	Essential or desirable	Assessed Via	
		Application form	Interview / Presentation
Qualifications			
Good general educations	Essential	✓ [additional info]	
Experience			
Demonstrate experience of supporting others to deliver campaigns or run projects to bring about change and have measurable impact	Essential	✓ [additional info]	✓
Experience of management, using a coaching style to lead others and achieve excellent performance outcomes	Essential	✓ [additional info]	✓
Experience of working with others in a diversity, liberation and/or inclusion related role	Desirable	✓ [additional info]	✓
Previous experience of budget holding or financial management/oversight	Desirable		✓
Experience of working with a student / young person focus	Desirable		✓
Knowledge & Skills			
Knowledge of liberation, equality, diversity and inclusion	Essential	✓ [additional info]	✓
Understanding of the issues facing students in the Higher Education environment, especially those in liberation groups (LGBTQ+ students, black students etc)	Essential	✓ [additional info]	✓
Personal Attributes			
Ability to remain calm under pressure and prioritise competing demands effectively with a user focused approach	Essential		✓
Demonstrate ability to build and maintain strong working relationships, including those at a strategic management level	Essential	✓ [additional info]	✓
Demonstrate ability to engage a range of stakeholders from different backgrounds and with different levels of understanding in liberation topics	Essential	✓ [additional info]	
A proven track record of taking an innovative, and solutions-based approach to challenges whilst considering the thoughts and ideas of others.	Essential		✓

Values & Ethics			
Embody the Union values in your daily working life	Essential	✓	✓