

Role title:	Student Inclusion Partner
Salary:	£12.60 per hour plus holiday pay
Full/Part-time:	Part-time
Contract term:	Zero-hours, fixed-term until 31 July 2025
Accountable to:	Senior Inclusion Coordinator
Accountable for:	No direct reports
Hours:	Approximately 10 hours per week during term-time
Location:	Located across campus and online with some working at the main Students' Union building and Crawford House
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK and a current student at the University of Manchester
Benefits:	We offer a great range of benefits. You can see them here .

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing to support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers. You can find out more about that [here](#).

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are:

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

Role Overview

At the Students' Union, we believe that all students should feel a sense of community and belonging at university, that no student should be denied the opportunity to feel supported and at home. We know that deep belonging contributes to good academic performance and wellbeing, and that community is where our students build the skills necessary for success. And yet, we also know that Black-heritage students face exclusion from support, meaning racial inequality in education outcomes regrettably goes on.

As Student Inclusion Partner, you'll be central to University–Union efforts to close the degree awarding gap between Black and White students and promote inclusive education in line with the dynamic needs of Black-heritage students, as outlined in the University's Access and Participation Plan. Working with the Manchester 10/10 team, you'll use your in-depth knowledge of Black students' lived experiences and dedication to anti-racism to create events and opportunities that build community and belonging.

Created in partnership with Black-heritage students, Manchester 10/10 helps students build peer, professional, and academic networks while gaining confidence to fully engage with University of Manchester life. As Student Inclusion Partner, you'll work within the Access and Development team, which aims to address underrepresentation in higher education and support underrepresented students throughout their time at Manchester.

At the same time, you'll work within the Union's Student Development team, guided by an inclusion specialist, and collaborate with other student changemakers, such as Association Chairs. As a student partner to Manchester 10/10, we want to make sure you're close to the Union as a student-led organisation that strives to empower students to use their voices and be actively involved in the decisions that affect them. As Student Inclusion Partner, you'll use approaches from our Student Voice Strategy and work closely with your Union line manager to develop the skills and confidence to listen to Black students, constructively challenge ideas and approaches, and take your seat at the decision-making table as an equal and empowered participant.

As Student Inclusion Partner, you will be involved in designing and delivering Manchester 10/10 Open Programme events, which aim to build community and help attendees develop career skills. You'll attend weekly team meetings, making sure that the diverse needs and interests of student participants are factored in at all stages of a project. You'll be the student face of the programme, working with the team to create content and manage communication via Instagram, Microsoft Teams, and the weekly newsletter. You'll also work on the evaluation of both the Open Programme and the Black Leadership Programme, which aims to upskill black student leaders, designing and delivering focus groups, surveys, and creative evaluations to gain (and use) student feedback.

The Student Inclusion Partner role aligns with many of the Union’s core values. In particular, you’ll put students at the heart of your work, empowering them to use their voices, and promote inclusivity by seeking to include a diverse range of perspectives and identifying and dismantling barriers to thriving. You’ll also be involved in meeting the University value of promoting equity, driving innovations aimed at increasing access, success, and progression for all underrepresented groups.

Key Result Areas

Responsible for	Contributor to
Engaging with students through various channels (Microsoft Teams, email, face-to-face) in line with the team communications plan in order to increase engagement at our events and in the M10/10 community	Creating content for the Manchester 10/10 weekly newsletter
Leading student focus groups and designing and running 2 pre- and post-programme surveys in order to understand student experiences of the Manchester 10/10 Open Programme and the Black Leadership Programme	Assessing the impact of the Open and Black Leadership Programmes in line with evaluation plans and sharing findings with students and staff
Participating actively in weekly team meetings in which you’ll work with colleagues to plan programmes and stay informed about key updates	Planning and running Students’ Union inclusion projects such as our student leader inclusion training
Developing different opportunities for students to give their input and supporting the team to make sure diverse student experiences are recognised, listened to, and acted upon whenever decisions affecting them are made	Signposting students to appropriate services and sources of information when more support is needed
Working collaborative to plan and run 6 Manchester 10/10 Open Programme events and numerous Black Leadership Programme events and workshops, including inspirational speaker events and 1:1 student reflection sessions	
Working with Students’ Union line manager to develop your skills in understanding and using student voices to ensure the programmes can meet student needs	

Organisational Stewardship & Leadership Responsibilities

- You’ll participate in team planning days.
- You’ll assist in key Students’ Union events & activities throughout the year including Welcome Week, elections and supporting the officers in delivering their plans.
- You’ll perform duties in line with the Union policy & procedure framework.
- To contribute to maintaining communal areas and team stores

Person Specification

Criteria	Assessed at:		
	Application Form	Interview	All
Education			
Student at the University of Manchester that's eligible to work in the UK from the start of employment	✓		
Skills			
Self-management – organises self well, prioritising tasks effectively while working on several different projects and working to tight deadlines independently	✓		
Event management – can plan, run, and evaluate events with specific goals and is confident presenting to and engaging with participants		✓	
Communication – communicates effectively with different kinds of people both verbally and in writing and can select the most appropriate methods for presenting information in different contexts	✓		
Team working – works well in a team environment and is proactive in supporting colleagues		✓	
Digital literacy – uses computer programmes such as Microsoft Office confidently	✓		
Personal Attributes			
Advocacy – keen to understand and respond to the evolving needs of students and advocate for required changes to improve the experience of Black-heritage students, Asian-heritage student, and other minoritised groups		✓	
Subject-matter expertise – has in-depth knowledge of the lived experiences of Black students and of anti-racist practices in higher education			✓

Values & Behaviours			
Align with the SU's values and behaviours both personally and professionally			✓
Insight-driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work			
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to solve problems			
Proactive ally – continually seeks to dismantle barriers, ensures all working practices are accessible, and seeks to ensure all voices are heard and factored in when making decisions			

Our Recruitment Process

The way that we recruit is designed to be fair, transparent, and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

You can find more information about our recruitment process on [our website](#).