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| Job Title: | Campus Inclusion Assistant |
| Faculty/Professional Directorate: | Student Wellbeing Directorate |
| Subject Group/Team | Disability inclusion Team |
| Reporting to: | Senior Disability Inclusion Adviser |
| Duration: | Sept 24 -Aug 25 |
| Job Family: | Administration |
| Pay Band: | 3 |
| Benchmark Profile: | Administrator Band 3 |
| DBS Disclosure requirement: | Not required |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

If you’re enjoying higher education, including student life at Hull, and you’ve some spare time to share and support others, encouraging and helping them to achieve their goals and aim higher, you might like to work as a Campus Inclusion Assistant.

The role of being a Campus Inclusion Assistant allows you to share your passion for The University of Hull and its core values of inclusion and social justice and inspire and support other students to achieve their potential.

We believe that being a Campus Inclusion Assistant looks amazing on your CV as it provides you with excellent opportunities to demonstrate your communication, time management, flexibility and creativity skills – which more employers are asking for from potential employees. Being a Campus Inclusion Assistant also provides innumerable networking and development opportunities.

In this role, you will be part of the Student Wellbeing Directorate. The service area places student achievement and retention as central and seeks to take a proactive and innovative approach to the activities offered as part of the service area.

There are a number of Teams within the service which aim to enhance the student experience through the provision of high-quality advice, guidance and support and, in particular, ensuring the provision of practical individual support to disabled students, to promote their inclusion and ability to excel in academic activities.

Disabled students are more likely to be underrepresented in higher education and can face different barriers to accessing and succeeding in their studies. Alongside this, if you have first-hand experience of studying as a disabled student your knowledge and lived experience could be beneficial for this role.

### Specific Duties and Responsibilities of the post

The role holder will be responsible for providing a range of practical support to students across campus.  Students may have a variety of support needs including, mobility issues, long-term health conditions and sensory impairments.  They will work with direction from the Support Worker Administrator under the leadership and guidance of the Senior Disability Inclusion Adviser within the Wellbeing Team.

The types of tasks involve support around campus tours, sighted guidance and accessing lectures and facilities on campus. We envisage that each assignment will be 1-3hours in duration and can easily fit around your own studies or other commitments. The majority of assignments will be undertaken Monday to Friday within term times but there maybe the occasional weekends as and when needed.

It will be part of your role to follow direction from the Support Worker Administrator but be ready to be adaptable in response to changes in timetables etc. You will need to be able to represent the University of Hull in a friendly, confidential and professional manner both in person, and through written communications. This role would ideally suit a person who is familiar with the campus and lives on or close by.

Training and support will be provided for this role.

GENERIC JOB DESCRIPTION

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

The role holder will:

* Work as part of a team to provide support to students
* Work under direct supervision within existing established routines and procedures and may prioritise tasks within a given set of duties. There is no requirement for planning beyond this prioritisation

**Communication**

* To communicate effectively in order to provide support for students and liaise with other members of the Team

**Teamwork**

* Under the direction of the support worker administrator and/or disability inclusion advisers

**Service Delivery**

* Support students in accessing learning opportunities, which may include: lectures, seminars, workshops, conferences and campus facilities
* Induction and enrolment events.
* Practical support around campus (carrying books, bags etc).

**Additionally, the post holder will be required to**

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practice.
* Undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures​

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

The Competencies set out below are essential and are core requirements needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

**Knowledge and Experience**

Be a current student studying at the University of Hull. Undergraduate or Post graduate

Or, be familiar with the campus and the needs of the student community (e.g. a recent graduate)

**Application/Interview**

**Communication (Oral)**

Can demonstrate the ability to exchange basic information promptly and in a courteous, effective manner to students, colleagues and line manager. **Application/Interview**

**Communication (written)**

Can complete and submit accurate timesheets of allocated hours worked**. Application/Interview**

**Teamwork and Motivation**

Can demonstrate the ability to work effectively as part of a team. Is willing to provide cover for colleagues and acts in a supportive manner. **Application/Interview**

**Service Delivery**

Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory. **Application/Interview**

**Initiative and Problem Solving**

Can demonstrate the ability to solve standard, predictable problems in accordance with procedures and precedent. **Application/Interview**

**Pastoral Care and Welfare**

​Can show confidentiality, sensitivity and understanding to students with long term health conditions or physical disabilities.  The role holder initiates appropriate action by involving relevant others eg. First aiders.

**Application/Interview**