

Equality and Diversity Executive

JOB SPECIFICATION

Job title: Equality and Diversity Executive

Salary: £19,730 per annum

Hours of work: 37 hours per week

Annual Leave: 20 days with additional bank holidays and concessionary days

JOB DESCRIPTION

Executive Officer responsibilities:

Inspire you

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities
- Engage with students and encourage participation

Act with and for you

- Be responsible for Union strategy, strategic planning and development and researching best practice
- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union
- Understand and act on political and governmental changes within Higher Education and how these impact on students
- Act collectively (decisions and responsibilities are shared)
- Collectively assume the tasks of fellow Executive Officers in their absence
- Undertake duties in liaison with relevant staff and fellow Executive Officers
- Undertake necessary training as determined by the role
- Maintain good working relationships with fellow Executive Officers and the DSU staff team
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee

Represent you

- Be responsible for overseeing and representing the student voice
- Be jointly responsible for the delivery and implementation of the Union's legacy projects
- Improve engagement with collaborative partners, both nationally and internationally
- Attend appropriate meetings to ensure students are represented at all levels within the Union and the University.
- Hold ex-officio membership of all Union sub or delegated committees
- Lead on campaigns in the interest of their role or the Union in general, locally, nationally and internationally
- Working with Student Voice, be responsible for policy implementation

Listen to you

- Provide mentoring for the Liberation Officers and listen to their respective groups about their concerns
- Participate in a minimum of 12 hours of consultation with students per month (GOATing)
- Be held to account by Student Members via Zone and Student Council.
- Be able to offer and receive constructive criticism.
- Submit reports as and when required, or when requested to do so, to general meetings of the Union, Student Council and the University.

Support you

- Act as the student representative on University committees relating to student misconduct, academic appeals and complaints
- Participate in programme validations as and when required
- Participate in the continuous improvement of the Union including benchmarking with other Unions and maintaining relationships with other Unions' Officers.

Trustee responsibilities:

- Work collectively as part of the Union's Trustee Board alongside Student Trustees and External Trustees.
- Give full consideration to the needs of the whole organisation at all times
- Ensure that De Montfort Students' Union complies with all legal and regulatory requirements
- Safeguard and protect the assets of the organisation
- Ensure that the governance of the Students' Union follows best practice and is fit for purpose
- Have collective responsibility for the organisation's commitment to equality, health and safety, sustainability, in terms of its finance and its longevity, and other strategic themes as determined by the Trustee Board
- Be aware of all major activities, developments and communications that are taking place within the Union, particularly from Executive Committee and the Chief Executive Officer.
- Act as a cheque signatory
- Complete a mandatory Trustee induction programme at the commencement of office

Role specific responsibilities:

- Act as the main representative on equality and diversity issues to the University.
- Embed a diverse programme of activities and opportunities for students to be involved with, including developing a programme of non-alcoholic social activities during Freshers and throughout the year.
- Be responsible for all issues pertaining to equality and diversity within the Union, except for dealing with individual casework.
- Be the lead Representative with responsibility for the University's efforts to reduce the attainment gap within DMU.
- Support the growth and development of cultural societies with the Opportunities and Engagement Executive.
- Be the lead Representative on mentoring initiatives.
- Lead on an annual event for DMU students not studying on campus
- Working alongside Student Voice and Marketing and Communications, develop a strategy for better engagement with disengaged / unengaged students.

- Working in conjunction with the appropriate Executive and Union / University staff members, lead on the strategies of the Liberation Officers.