

JOB DESCRIPTION

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| **Job Title** | Student Life Officer – Community Engagement and Partnerships |
| **School /Service** | Student Services |
| **Grade** | E |
| **Location and Hybrid working status** | Docklands, Stratford, and USS  Hybrid |
| **Reporting to** | Head of Student Life |
| **Line management for** | Student Ambassadors |
| **Key working relationships: Internal** | CSO Group teams  External Relations Teams  Academic Schools |
| **Key working relationships: External** | Community Organisations  Corporate Partners  East London Students’ Union |
| **Contract type/ Hours** | FT - Permanent |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

# THE UNIVERSITY OF EAST LONDON

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking [10-year Vision 2028 strategic plan](https://www.uel.ac.uk/about/vision-2028), orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

# BRIEF OVERVIEW OF SERVICE/SCHOOL: Student Services

The Student Services directorate, led by the **Assistant Chief Operating Officer, Health Gain & Student Experience**, is at the heart of fostering a supportive and enriching environment for our students. We're dedicated to nurturing wellness, providing crucial individual support, and helping students navigate challenges. By enhancing residential life and offering diverse extra-curricular activities, we significantly improve student retention and create positive, memorable experiences.

We work in close partnership across academic schools and professional services, building a robust network of support that guides students throughout their entire journey. Our ultimate goal? To optimise student success and ensure every student thrives.

# BRIEF OVERVIEW OF THE DEPARTMENT / TEAM

The Student Life team, a vital part of the Student Services Directorate at the University of East London, is dedicated to empowering students to learn, explore, and grow. We inspire them to forge a robust and proactive vision for their future, connecting their personal aspirations with the needs of their communities. We're proud to have facilitated over 50,000 student engagements at in-person events in just the last three years, showcasing our vibrant and impactful community.

Our mission is clear: to craft exceptional introductory experiences, offer compassionate advising, deliver thoughtful co- and extra-curricular programming, and cultivate purpose-driven community-embedded opportunities. These efforts are all designed to boost student engagement, foster personal and professional development, enhance retention, and cultivate a strong sense of belonging within our vibrant university community.

# JOB PURPOSE

This role is responsible for building and strengthening the university's connections with community partners to support the personal and professional development of our students particularly in line with our co-curricular, community, and start of year objectives. This role aims to create opportunities for students through strategic partnerships both within and external to the service and the wider university, addressing immediate gaps in service provision, delivering sector-leading practices, and supporting avenues for social prescribing in line with Health Gain objectives.

# KEY DUTIES AND RESPONSIBILITIES

* **Partnership Development:**
  + Identify and establish partnerships with local, national, and international organizations to expand resource provisions and opportunities for students that also bring mutual benefit to partners.
  + Collaborate with community partners to develop and deliver workshops, events, and programs that align with student needs and institutional priorities.
  + Maintain and strengthen existing partnerships, ensuring mutual goals and continuous dialogue.
* **Program Management:**
  + Design and implement community engagement initiatives that support student well-being, skill development, and academic success.
  + Coordinate and oversee the delivery of community-based programs, ensuring they meet quality standards and achieve desired outcomes.
  + Monitor and evaluate the impact of community engagement activities, using data to inform continuous improvement.
* **Student Support:**
  + Connect students with community resources and activities that enhance their social networks and support systems.
  + Provide guidance and support to students participating in community engagement programs, helping them to maximize their learning and development.
  + Promote opportunities for social prescribing, linking students to non-clinical services that support their mental and physical health.
* **Sector Leadership:**
  + Elevate the university's profile in the sector by showcasing achievements and pursuing benchmark awards such as the Engage Watermark.
  + Stay informed about best practices in community engagement and partnerships, integrating new ideas and approaches into the university's strategy.
  + Represent the university at relevant conferences, workshops, and networking events.
* **Impact and Evaluation:**
  + Develop and implement frameworks for assessing the impact of community engagement initiatives.
  + Conduct regular evaluations to measure the effectiveness of programs and partnerships.
  + Use evaluation data to make informed decisions and improve future initiatives.
* **Communications**
  + Preparing necessary briefs to enable to delivery of communications supportive to the functions of the role.
* **Other duties**
  + Supporting the ongoing functions of the team as needed, in alignment with the scope of Student Life’s purpose.

The duties and responsibilities outlined above provide a general overview of the range of tasks that a **Student Life Officer – Community Engagement and Partnerships** role at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

# PERSON SPECIFICATION

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Qualifications | Essential | Desirable | Criteria assessed by |
| *Bachelor's degree in a relevant field (e.g., Education, Social Work, Community Development), or equivalent relevant experience* |  |  | **A** |
| *Master's degree in a relevant field is preferred.* |  |  | **A** |
| Experience/Knowledge |  |  |  |
| *Public engagement professional with a track record of successful community-based initiatives.* |  |  | **A/I** |
| *Proven experience in community engagement and partnership development.* |  |  | **A/I** |
| *Experience with impact and evaluation assessments.* |  |  | **A** |
| *Proven established working relationships with community organizations, local councils, and charities throughout London and the UK.* |  |  | **A/I** |
| *Experience in a higher education environment.* |  |  | **A** |
| *Knowledge of student development theory and practices.* |  |  | **A** |
| *Familiarity with the local community and its resources.* |  |  | **I** |
| *Experience in securing funding or grants for community-based projects.* |  |  | **A/T** |
| Skills/Abilities |  |  |  |
| *Ability to work collaboratively with internal and external stakeholders.* |  |  | **A/I** |
| *Strong organizational skills and attention to detail.* |  |  | **I** |
| *Ability to work collaboratively with internal and external stakeholders.* |  |  | **A/I** |
| *Proficiency with social media* |  |  | **A** |
| Other Competencies required |  |  |  |
| *Membership in the Public Engagement Professionals Network.* |  |  | **C** |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

Micro teaching, test etc.)

**Further Information:**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.