

Job Description & Person Specification - Women's Officer

Salary: £12.71 per hour

Hours: Part Time – Up to 16 hours per week.

Reporting to: Student Engagement Manager

Accountable to: Board of Trustees, CEO, and Student body

About the Students' Union

We are a small, driven team working at a fast pace, that values autonomy, creativity, professionalism, and quality. Our students trust and value the engagement and commercial services we provide and use them to have a great everyday experience at Edge Hill University.

We all have a commitment to the success of our students, and we expect everyone in the team to share that goal.

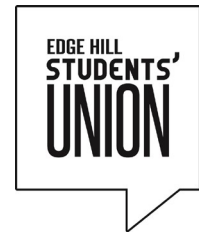
About You

You are a passionate and dedicated advocate for Women's rights, driven by a commitment to fostering an inclusive and supportive environment. Your experience and skills equip you to provide vital support, develop inclusive policies, and advocate on behalf of others within the female student community.

You will have excellent communication and teamworking skills and be committed to your own development as a Women's Officer, making a positive contribution and enhancing the service offered by the Engagement Team.

Role Description

As the **Women's Officer**, you will play a pivotal role in championing the rights and well-being of individuals who self-identify as female. As part of our framework for advocating for student groups maps to the NUS Liberation Networks, this position is integral to our Liberation Network's mission to promote inclusivity, equity, and protection for all, especially those within this community.

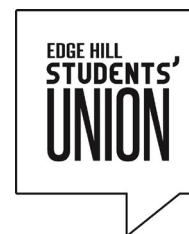


Working closely with the Elected Officers and student union staff, your role will contribute to improved engagement with students and secure positive student-led change at the University.

Main Responsibilities

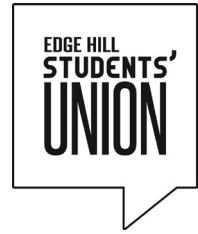
- Build and maintain strong relationships with those students identifying as female across the student body.
- Collaborate on events, initiatives, and campaigns that support and uplift Women's voices.
- Serve as one of our Women's representatives within the Students' Union, advocating for and highlighting the needs and concerns of the female student population.
- Attend meetings, conferences, and forums to advocate for Women's rights and highlight relevant issues.
- Contribute to the development and implementation of policies that promote inclusivity and protect the rights of female individuals.
- Regularly review and provide key insight to update existing policies, ensuring they remain relevant and effective in promoting female inclusivity.
- Gather feedback from female individuals and communities to continually improve advocacy initiatives.
- Encourage and facilitate the creation of student-generated content for the organisation's social media channels, ensuring that it aligns with our mission and values.
- Participate in the annual Student Led Staff Award shortlisting panel, contributing to the selection process and recognising staff achievements.
- Lead and develop the EHSU Women's Network.

This list is not exhaustive and other duties commensurate with the role may be assigned at the discretion of Senior Management.



(Assessment Criteria: A=Application Form I=Interview, P=Presentation, T=Test)

| Person Specification | | | | |
|-------------------------------|---|------------------|------------------|----------------------------|
| Qualifications | | Essential | Desirable | Assessment Criteria |
| 1 | Be currently enrolled as a student at Edge Hill University | * | | |
| Experience | | Essential | Desirable | Assessment Criteria |
| 2 | Experience in advocacy, support, or community work, particularly within the female community. | | * | |
| 3 | Understanding of the role of student representation and student unions, and of the importance of an effective academic representation structure for students. | | * | |
| 4 | Experience building and maintaining diverse communities online or offline. | | * | |
| Skills & Knowledge | | Essential | Desirable | Assessment Criteria |
| 5 | Excellent oral and written communication/presentation skills. | | * | |
| 6 | Ability to manage and prioritise busy workloads, deliver to deadlines and work effectively under pressure. | | * | |
| 7 | Competent in IT with a good practical knowledge of Microsoft Office, and the importance of GDPR and Data Protection. | | * | |
| 8 | Capable of working both independently and as part of a team | | * | |
| 9 | Excellent problem-solving skills, able to structure work in an organised way and effectively manage own time. | | * | |
| 10 | Ability to take in large amounts of information and disseminate for a collection of different groups and stakeholders | | * | |



Signed (Employee)

Print Name

Date

Signed (Employer)

Print Name

Date