

Student Engagement Officer

Location: Leeds (flexible/remote working arrangements available)

Accountable to: Student Voice and Equalities Lead

Start date: As soon as practicable (to be negotiated)

Hours of work: 37.5 hours per week

Contract: 6 months fixed term (and beyond pending further funding)

Pay: £18,000 - £22,000 (depending on experience)

Purpose: To help coordinate and develop the student engagement work of the charity.

About Student Minds

Student Minds is the UK's student mental health charity. We empower students and members of the university community to develop the knowledge, confidence and skills to look after their own mental health, support others and create change. We train students and staff in universities across the UK to deliver student-led peer support interventions as well as research-driven workshops and campaigns. We also deliver research on student mental health and by working collaboratively across sectors, we share best practice to ensure that decisions about mental health are made based on evidence and students' preferences. Together we will transform the state of student mental health so that all in higher education can thrive.

About the role

As Student Engagement Officer you will have an important role to play in ensuring that co-production and student voice runs through the core of everything we do as a charity.

You will be working in close collaboration with our Student Voice and Equality Lead to ensure Student Minds' student engagement work is the best that it can be. You will advance the work of the charity on a number of different projects. This is an excellent opportunity within an organisation that is small enough to see the direct benefit of your effort. This role is ideal for someone looking to enter into a career in student engagement, Higher Education and/or the charity sector.

Student Minds Values

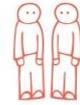
collaborative

Teamwork and strategic partnerships help us to achieve better results.



We are respectful, supportive and inclusive.

empowering



We invest in people, in the belief that they hold the key to effecting real change.

We listen to and mobilise the student voice.

Student Minds' Values

innovative



We strive for the best solution and the highest quality, using expert knowledge and evidence.

We learn from our ground-breaking research and data to develop and grow.

courageous

We are willing to challenge the status quo and be decisive to shape a better future.

We are ambitious, optimistic and will push the boundaries.



Key Responsibilities

Student engagement and co-production

- Help coordinate the running of our Student Advisory Committee, working to ensure effective and strong student input into Student Minds' strategy and programmes
- Help coordinate Student Minds' involvement in Office for Student (OfS) "Challenge Competition" funded projects, assisting the delivery of student voice and co-production initiatives.
- Working with the Student Voice and Equality Lead, champion co-production in all of Student Minds' projects, programme work and strategic planning.
- Attend relevant working groups, committees and speaking opportunities that have a student voice focus.
- Help coordinate the running of relevant meetings as well as student engagement and co-production activities
- Working with relevant team members to design, deliver and review training sessions for relevant student panels and groups.

Recruiting Volunteers and Campaigning

- Work with relevant staff on engaging students to participate in the activities in the charity. This includes but not limited to; Student Advisory Committee, co-production panels, working groups, Student Minds Blog and general volunteer recruitment.
- As the charity transitions to a new way of campaigning, coordinate the volunteers in the campaigns network of the charity.
- Contribute to Student Minds' wider organising/campaigning work.

Listening and Insights

- Be an active member of the Student Minds' listening team, contributing to the work we do to gain insight into the experience of students and staff in the HE sector.
- Carry out actions and duties to increase and enhance student engagement in listening activities (such as student panels, surveys and online focus groups).
- Work with the Communications Manager to incorporate our listening outputs into the messaging for the charity.

Other duties

1. Attend team meetings with Student Minds colleagues
2. Undertake training and attend conferences as appropriate
3. Engage with and provide feedback on large projects and strategic reports developed by other members of the team
4. Ensure equality and inclusion responsibilities for your area of work
5. Recruit and manage charity interns, as appropriate

6. Support website development for sections within your portfolio
7. Support the development of funding proposals and opportunities for the programmes in collaboration with colleagues.
8. Input into decision making for the charity.

Person Specification

The successful candidate will have the following competencies and experience:

Criteria	Essential	Desirable	Which stage the criteria will be assessed		
			A	E	I
Commitment to Student Minds' vision and mission; passionate about mental health and wellbeing	X		✓		✓
Experience of working with people with lived experience to co-produce strategies and/or services to enhance their experience		X	✓		✓
Experience of volunteer recruitment	X		✓	✓	✓
Ability to build effective relationships with a range of stakeholders	X		✓	✓	✓
Knowledge of policy and issues relating to Higher Education, young people and healthcare.	X		✓		✓
Knowledge of campaigning theory and techniques		X	✓		
Proven ability to design, deliver and review training sessions and workshops		X	✓		
Ability to undertake basic research and able to consume, analyse and summarise.	X		✓		✓
Excellent communication skills, both written and verbal	X		✓	✓	✓
Ability to tailor communication to different audiences	X		✓	✓	✓
Excellent attention to detail and accuracy	X		✓	✓	
Excellent prioritisation and time management skills	X		✓	✓	✓
Excellent project management and organisational skills	X		✓		✓
Experience of supporting the running of meetings and events digitally		X	✓		✓
Self starter, solutions focussed and ability to work on own initiative	X		✓	✓	✓
Experience using relevant software and applications (such as Google Suite and/or Microsoft Office)	X		✓	✓	✓

Flexibility to travel to meetings as required within the UK	X		✓		✓
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Key for the assessment stage:

A - Application form

E – E-tray exercise

I - Competency/ task interview

To Apply

To apply, fill in our [online application form](#) and then please send your CV to vacancies@studentminds.org.uk. Please detail your relevant skills and experience that make you a good fit for the role when filling out the application form. Please use the person specification as a guide.

We ask that CVs are no longer than 2 pages. CVs will only be assessed for shortlisted candidates at the interview stage.

The deadline for applications is Monday 31st August at 11.59pm

You will hear back from us later that week and should you be shortlisted, an e-tray exercise will take place on the 7th September (more information to follow) and an interview will take place digitally on the 10th or 11th of September and will involve a competency interview and a task-based interview.

We're looking forward to hearing from candidates who want to help us make our vision a reality. We are keen to hear from individuals with personal experience of mental health difficulties and we particularly encourage applications from men and ethnic minorities, who are currently under-represented in Student Minds.

If you have any questions about the application process or need reasonable adjustments made please contact vacancies@studentminds.org.uk.