

Role title: Interim Student Engagement Officer	Working hours: 35 hours per week (hours may be worked flexibly)
Reporting to: Strategic Partnerships Lead	Salary: £22,348 pro rated (FTC role to end July)

Role Purpose

The Student Engagement Officer supports the delivery of a suite of projects and campaigns that contribute to UKCISA's flagship #WeAreInternational Student Ambassador programme. The post holder will work with international student ambassadors, the wider international student community, UKCISA members and stakeholders to support the programme's engagement with national and institutional policy objectives.

In addition to engaging with the international student network and communities via the #WeAreInternational campaign, you will also work closely with other teams across UKCISA, including communications, to generate engaging and authentic student-focused content.

This is a Fixed Term Contract role to end July 2021, with potential to extend the contract or become a permanent employee. Our preferred working pattern is five days per week, but there is flexibility for the right candidate.

Core Responsibilities

Student ambassador support

- Support the delivery of Student Ambassador Programme and provide general support for the current cohort
- Provide administrative support to the Chair and Secretariat of the Student Advisory Group, including general meeting set up, governance, minute-taking and distributing papers
- Build and maintain strong working relationships with student ambassadors to enhance internal communications, to gather notes and intelligence, synthesize key issues facing them, and support their mental and physical wellbeing
- Utilise a variety of support methods for student ambassadors to equip them with policy knowledge and leadership skills, including facilitating discussions, organising learning and development workshops, team bonding activities and social events
- Respond to the changing needs of student ambassadors to ensure adequate support is provided
- Build and maintain strong working relationships with external stakeholders to profile student ambassador programme and student-facing activities

Administration

- Capture information and log data related to student ambassador programme activities for internal communications, including reports to funders, and external promotion
- Provide administrative support to Strategic Partnerships Lead and student ambassadors
- Provide project support to UKCISA Annual Conference in June
- Maintain relevant data in the CRM (UKCISA uses Microsoft Dynamics)
- Work with membership team to communicate student ambassador activity and project outcomes to Members

#WeAreInternational campaign

- Collect stories and case studies for #WeAreInternational campaign to celebrate the success and achievements of international students and the value of international education
- Work with UKCISA's communications team to generate student-focused content, including editing and shaping content made by international students for social media and other communications channels

- Boost engagement with the wider international student network via the #WeAreInternational campaign, including reaching out to members and local communities, and maintaining links with students that participated in UKCISA events or submitted applications to the student ambassador programme

Key Criteria

Essential

- Excellent written and verbal communication skills
- Strong IT skills, in particular using Microsoft Teams, Excel, Zoom, and Google Docs
- Skilled in building effective working relationships and working in close collaboration with colleagues and external stakeholders
- Experience of working directly with students
- Experience of providing administrative support for projects or programmes
- Strong attention to detail
- Demonstrate discretion and maintain appropriate confidentiality
- Highly organised and able to work independently, while seeking appropriate guidance and support

Desirable

- Experience of working within a membership organisation, education provider or students' union
- Experience of working directly with student leaders and representatives
- Excellent social media skills, including developing engaging content
- Experience in generating student-focused content
- Project management skills
- Experience in event management
- Experience in stakeholder engagement

About UKCISA

The UK Council for International Student Affairs provides membership services including advice, training and policy guidance to nearly 500 members and direct support services to thousands of international students each year. Our membership includes every university in the UK, many further education colleges, independent schools and students' unions.

Our portfolio of services is provided by a team of 16 staff members, based in our London offices. We offer a flexible working style and a range of benefits.

Further information about us and the services we provide can be found by visiting our website - <https://www.ukcisa.org.uk>

How to Apply

To apply for this role, please submit an up-to-date CV and covering letter (two pages max) to Recruitment@ukcisa.org.uk by 5pm Monday 15th March. Please note that we will be unable to consider applications which are received after the closing date. Interviews will take place on Monday 22nd March.

Application queries, including reasonable adjustment requests, can be made by emailing Recruitment@ukcisa.org.uk. For urgent queries please call 020 7288 4330.