

*Equality and Diversity Unit
Human Resources
University Administration Services*

Opportunity: Equality, Diversity and Inclusion (EDI) Student Associate (January to April 2024)

Job title	Equality, Diversity and Inclusion (EDI) Student Associate
Division	University Administration Services
Department	Equality and Diversity Unit, Human Resources
Location	Hayes House, 75 George Street
Grade and salary	Grade 5.1 (£15.15/hour)
Hours	Up to 120 hours (expectation of 5-10 hours/week, flexible)
Contract type	Fixed-term from 8 January to 29 March, 2024
Reporting to	TBD in Equality and Diversity Unit
Additional information	Interviews will take place the week of 4-8 th December in Oxford

The Chief Diversity Officer and the Equality and Diversity Unit are pleased to invite applications for two students to join the Equality and Diversity Unit as associates on a part-time basis for 12 weeks starting in January 2024. Applications are open to currently enrolled undergraduate and graduate students.

The team

The Equality and Diversity Unit (EDU) supports the University's commitment to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. A welcoming and friendly team of 10 people, we have a team of specialists covering each area of equality and diversity, in relation to both staff and student (with the exception of disabled students, managed by the Disability Advisory Service).

In the 23-24 academic year, the EDU has a number of priorities to progress, including an overarching collegiate University EDI plan, implementing actions in the Race equality strategy and Athena Swan action plans, launching an LGBTQ+ steering group, supporting staff to use a neurodiversity profiling tool, transitioning the EDU webpages into an EDI Knowledge Hub and progressing a programme of work to prevent bullying and harassment.

The role

During your time as an Associate, you will be supported and mentored by an Advisor, a senior member of the team who leads an area of work (for example, the Race Equality Strategy or the LGBTQ+ steering group). You will have the opportunity to work with your Advisor and other team members, depending on your area of interest and desired areas of professional growth.

You will work up to ten hours per week, although these are flexible depending on your programme workload and we expect that hours will vary by week. You will join the EDU team in its Hayes House office at 75 George street on working days.

It is expected that you will get approval for this part-time role from your programme supervisor, and regularly check in to manage workload on both sides.

By the end of the internship, it is expected that you will gain experience, or an understanding of:

- How to progress an EDI initiative within a University context
- The University's governance and decision-making structure which impacts on new EDI initiatives or policies
- Working with key teams and stakeholders across the institution to progress EDI work
- How to develop action plans to progress EDI work in a large decentralised institution like Oxford
- The details of one specific area of EDI, including the benefits and challenges

Responsibilities

- Work with the EDU team to plan and organise events, training sessions and meetings (including committee meetings)
- Support team members to develop agendas, papers, briefs, minutes and website content
- As a member of the EDU team, join team meetings, events and lectures, and communicate regularly with all team members
- Undertake a small piece of research or a scoping exercise, where needed

Selection criteria

We are looking for a student who is keen to learn more about work in equality, diversity and inclusion (EDI), and who can demonstrate an interest/experience within this area.

Applications are particularly welcome from students from minority and under-represented groups, or those who have demonstrated an interest in equality, diversity and inclusion (EDI) work in the past.

In addition, we would welcome demonstration of:

- The ability to work independently, having been provided with clear instructions from your Advisor
- Clear written and verbal communication skills, with appropriate sensitivity and tact
- A willingness to ask questions and collaborate with the team to learn from their knowledge and experience to inform your work
- The desire to role model and visibly demonstrate every day that all staff and students have an important contribution to make at the University.

How to apply

Please submit a completed application form and your CV to the EDU at equality@admin.ox.ac.uk

The closing date for applications is Monday, 6th November at 17.00.

Interviews will take place the week of 4-8th December and will be face to face in Oxford.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:
www.jobs.ox.ac.uk/pre-employment-checks