

*Equality and Diversity Unit
Human Resources
University Administration Services*

Opportunity: Equality, Diversity and Inclusion (EDI) Student Associate (January to April 2025)

| | |
|-------------------------------|--|
| 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 (£15.94/hour) |
| Hours | Up to 120 hours (expectation of 5-10 hours/week, flexible) |
| Contract type | Fixed-term from January to April 2025 |
| Reporting to | TBD in Equality and Diversity Unit |
| Additional information | Interviews will take place the week of 18 th -22 nd November 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 2025. 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 different areas of equality and diversity, for both staff and students (with the exception of disabled students, managed by the Disability Advisory Service).

In the 24-25 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 a Student Associate, you will receive guidance and mentorship from an Advisor. Your Advisor will be a senior member of our team, responsible for leading a specific area of work (for example, the Race Equality Strategy or the LGBTQ+ Steering Group).

You will have the opportunity to collaborate with your Advisor and other team members on one of the projects that align with your areas of interest or professional development goals.

Please review the project options listed below and select your preferred projects in the application form.

You will work up to a maximum of ten hours per week, although hours are flexible depending on your programme workload and we expect that hours will vary by week. There is no expectation that you will work hours during weeks when you have a substantial course load. 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 once in post.

By the end of your time as a Student Associate, it is expected that you will gain experience, and an understanding of:

- How to progress an EDI initiative within a University context
- The University's governance and decision-making structures and how to progress 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
- Detailed knowledge of one specific focus area of EDI, including the benefits and challenges

Responsibilities

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.

Projects

1. Academic Engagement with EDI

This project seeks to explore and enhance ways in which academics and researchers across the collegiate University engage with Equality, Diversity and Inclusion. The focus will be on developing a pilot publication for internal University audiences which showcases research on EDI topics being carried out at Oxford, and to support in the planning and organisation of the termly programme of EDI events. The goal is to draw upon the knowledge and expertise of our academics and research staff to strengthen our community's confidence about how to approach EDI.

2. Tackling unacceptable behaviour: A framework for empowering students to address problems early.

This project seeks to develop a toolkit aimed at enabling Graduate Students, particularly from minoritised groups, to navigate problems like bullying and harassment within the University community. The focus will be on providing clear, accessible information about bullying and harassment and tools to enable them to raise problems informally or formally, as early as possible and help overcome the barriers to coming forward. The goal is to foster mutual understanding, respect and inclusion.

3. Fostering Inclusivity: A Framework for Racial and Religious Awareness and Communication.

This project seeks to develop a comprehensive framework aimed at enhancing awareness and communication around racial and religious diversity within the University community. The focus will be on providing clear, accessible information about religious and non-religious beliefs, the availability of relevant facilities (such as prayer spaces and dietary provisions), observance of religious practices and support services like chaplaincy. The goal is to foster mutual understanding, respect, and inclusivity, reducing misunderstandings and discrimination.

Selection criteria

We are looking for undergraduate or graduate students who are keen to learn more about working in equality, diversity and inclusion (EDI), and who can demonstrate an interest or past experience in this area.

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

In addition, we would welcome demonstration of, or an interest in:

- The ability to work independently, having been provided with clear instructions from your Advisor
- Writing and communication – clear written and verbal communication skills, with appropriate sensitivity and tact
- Teamwork – ability to ask questions and collaborate with the team to learn from their knowledge and experience to inform your work
- Role modelling – a capacity to recognise and visibly demonstrate every day that everyone has 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, 4th November at 17.00.

Interviews will take place the week of 18th-22nd November 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