

# We're Hiring

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Student Staff Role  
Equality, Diversity and  
Inclusion Assistant

October 2024



**Tricia  
O'Neill**

**Guild CEO**

“ Thank you for your interest in joining us here at Liverpool Guild of Students.

As a students' union, we are committed to offering excellent opportunities, services and facilities for all 28,000 students at the University of Liverpool. We make sure that our members have the best experience, become equipped to change the world and are proud of their Guild, aiming to be one of the leading Students' Unions in the UK. This is an exciting time for us as we return to our campus in the Post Covid environment.

We are very proud of our achievements over the last few years and how our staff team and members came together to adapt carry on the Guilds work. We are also in the 4th year of a 5 year strategic plan, and are excited to welcome new and talented people to help us meet our development goals. This is a fantastic opportunity to work in a vibrant and ever-changing environment, alongside a team of amazing people who are truly dedicated to improving the student experience. Enjoy reading more about us in this pack, and I wish you the best of luck with your application.

”

# About us

**We're Liverpool Guild of Students, the award-winning Students' Union for the University of Liverpool. Our job is to create a home for each of the 28,000 students during their time here, ensuring each student gets the most out of student life beyond their degree.**

We like to think of ourselves as home for opportunities - whether that be through joining one of our 200+ societies, taking part in volunteering, coming to a pub quiz or tucking into one of our ever-famous burritos. Each student becomes a member of the Guild as soon as they join the University, and being part of our staff team means looking forward to seeing what opportunities students embark on and achieve every year.

# Our strategy

## **What is the Guild For? (Our Mission)**

We will offer excellent opportunities, services and facilities which improve, enrich and develop the lives of all students at the University of Liverpool, from application to graduation.

## **Where are we going? (Our Vision)**

We will ensure that our members have the best experience, be equipped to change the world and be proud of their Guild. We will be one of the leading Students' Unions in the UK.

## **To do this, we promise to:**

- Support our members
- Invest in our spaces
- Ensure all members benefit from the Guild
- Put members at the heart of decision making

To help us keep our promises and continue to deliver a great experience for our members, we invest in the following four key areas:

- People
- Equality, Diversity and Inclusion
- Communications
- Digital and IT

# How we're run

**We're run by students, for students, and with students.**

This is at the heart of everything we do, and our democracy structure is designed to give every student the chance to have their say and shape their university experience.

We're the key link to the University, representing the voice of 28,000 students and helping to improve the quality of their education. If something needs to change, we'll help them to make it happen.

## Funding

We receive most of our funding from the University of Liverpool. We get this each year in the form of a block grant. We also raise funds through trading (bars, the shop and Starbucks) and a small amount from donations and other grants. As a charity, we do not generate profits to pay to shareholders - every penny that is made is reinvested back into the organisation.

## Trustee Board

Our Board of Trustees is made up of four full time student representative officers, 4 student trustees and 4 external trustees. The Board has overall responsibility for the management and administration of the Guild, fulfilling this by setting the overall strategic direction and directly managing the Chief Executive.

## Staff Structure

We currently employ circa 70 salaried staff to provide services for our members, as well as approximately 120+ student staff. The Senior Leadership consists of three Department Directors and the Chief Executive.

# Our elected leaders

Every year, students are given the chance to vote for, and stand to be one of, the four Student Officers who run our organisation. They lead the political and campaigning direction of the Guild and help ensure that our priorities are aligned to students' needs.

**Our Student Officers 2024-2025 are:**



**Rowan Bradbury**  
Guild President



**Othman Ibrahim**  
Vice President



**Holly Thompson**  
Vice President



**Jitendra Mohan Inturi**  
Deputy President





# Our Values

**Representative & Involving:**

Our members lead us and are involved in shaping their own experience at every level.

**Fun & Friendly:**

Everyone is welcomed here and we create a home away from home for all our members.

**Sustainable:**

We've been here for over 100 years. We'll be here for hundreds more by being ethically, environmentally and financially sustainable

**Professional & Responsible:**

We are inclusive, informative, respectful, human and inspiring.

**Innovative & Agile:**

We are responsive to new ideas.

**Ambitious:**

Everything we provide is the high quality our members deserve.



# Working With us

## **Where we work**

Our building sits right in the heart of campus, at 160 Mount Pleasant. If coming to work with us would mean relocating, you can find out more about Liverpool by visiting [www.visitliverpool.com](http://www.visitliverpool.com) but take it from us, it's an amazing city to live and work in.

## **Diversity and inclusion**

We're committed to ensuring our workforce reflects the diversity of the world and community we're based in. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disabilities.

## **Benefit**

If working here wasn't good enough in itself, we also offer a wide selection of benefits

### **Holidays**

We offer 30 days annual leave, plus bank holidays. In addition to this, we also offer six discretionary days, four days at Christmas and two days at Easter. We also provide the option to buy additional annual leave of up to ten days per annual leave year.

### **Discounts, Discounts, Discounts**

You can join the University Perks at Work discount scheme, which offers exclusive deals and discounts at your high street favourites, restaurants, cinemas, holidays and many more. You can also purchase a Totum Card and download the Totum App for further discounts and offers, and enjoy keeping fit for less with a discounted membership at the University gym.

# Equality Diversity & Inclusion

## Liverpool Guild Equality, Diversity and Inclusion Plan

**We will ensure all of our students and staff feel they belong and find their place in our diverse and inclusive community.**

Ensuring our staff and members all feel equally supported, welcomed and included and that the Guild proactively seeks to remove barriers to participation across all of its activities and areas of work and that our staff team more closely reflects our community.

### Goals

Our vision for EDI Excellence will be achieved by delivering the following goals:

1. Developing our team and making sure all of our Ethnically Diverse staff feel supported.
2. Consistent good EDI practice across all areas of the Guild
3. Increasing diversity in our staff teams
4. Broadening the student offer

More details about how we plan to deliver each of these goals can be found on our website <https://www.liverpoolguild.org/about/mission-vision-values/equality-diversity-and-inclusion-excellence-plan>

### Guaranteed Interview Scheme

The Guaranteed Interview Scheme for Ethnically Diverse Candidates at Liverpool Guild of Students is committed to the principles of equality of opportunity. We annually review racial diversity within our workforce and it is a key priority for us to improve racial and ethnic diversity amongst our workforce, and as such we particularly welcome applications from ethnically diverse candidates and have introduced a guaranteed interview scheme. We recognise that applicants from ethnically diverse backgrounds may have experienced additional barriers when applying for new roles.

Therefore, we are taking positive action to address an under-representation within our organisation. If you meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and are from an ethnically diverse background, you'll be guaranteed an interview. If you are an ethnically diverse applicant and would like to be considered under our guaranteed interview scheme, you must indicate this by selecting the relevant box on the Equality and Diversity Monitoring Form. If you do not select this box, your application will be considered alongside all other applications. It is important to note that this scheme only guarantees an interview for ethnically diverse applicants who meet the minimum criteria. The selection decision at interview will be based on the most suitable candidate, regardless of background or protected characteristic.



*More details about our Equality, Diversity and Inclusion Excellence Plan including how we plan to deliver and Key Performance Indicator's for this project can be found on our website:*

<https://www.liverpoolguild.org/about/mission-vision-values/equality-diversity-and-inclusion-excellence-plan>



## Events & Socials

From our annual Christmas party to free Mountford Hall gig tickets and socials organised by your Staff Representatives throughout the year, there's opportunities to mix with colleagues outside of the working day.

## Learning and Development

If you're keen to further your skills, knowledge and experience, we provide a range of ways you can boost your personal development. There's money in the pot to invest in you.

## Volunteering

Make the most of the opportunity to give something back with five paid days for volunteering leave.

## Flexible Working

You can request to work more flexible hours to suit your lifestyle

## Car Parking

If you travel to work by car, you can make use of the various car parks in close proximity to our building which can be accessed at the swipe of your University staff card.

## Employee Assistance Programme (EAP)

Access the EAP and get extra support as and when you need it. Ran in conjunction with the University of Liverpool, the EAP offers confidential counselling and information to support staff with personal or work-related issues which may be affecting your health, wellbeing or performance.

## Occupational Sick Pay

All Employees are eligible for occupational sick pay, in line with our attendance procedure.

## Salary Sacrifice Scheme

Trade in part of your salary for a non-cash benefit via the Childcare voucher or Cycle to Work scheme – giving a little bit can go a long way.

## Pension Scheme

You can put it away for a rainy day by entering our pension scheme.

**94%** of our employees would wholeheartedly recommend the Guild as a great place to work.



*"When I started at the Guild in 2005, my line manager told me "no two days will be the same", this is very accurate! The Guild is a fast-moving organisation which strives to do its best to create opportunities for its staff team.*

*The Guild has supported me through my professional qualifications, financially, but more importantly endless encouragement. I have grown in many ways; the Guild has helped me carve out a career and find my voice."*

**Angela Thomas, Deputy Director of Finance. Employed since May 2005.**



*Since starting my journey as a Student Staff member, the Guild has offered opportunities to develop my skills and grow professionally. I have benefited from a range of training not only role specific but also in wider transferable skills.*

*Always striking a great work-life balance, the Guild is a supportive and friendly environment to work in – in which no two days are the same.*

*But at the heart of the organisation is the dynamic staff team; ready to push your skill set, challenge your thinking or just have a chat about in the staff kitchen.*

*plus, the free tea and coffee helps!*

**Alex Jones, Content Marketing Manager Employed since Nov 2016.**



# Job Profile

## Dear potential applicant

The University Community at Liverpool is diverse and multi-cultural and at the Guild we wish to offer something for everyone. One of our aims is that all of our 28k+ members will benefit from the Guild, and we recognise that there are many different ways of experiencing student life. We want to understand what all of our members want and how their own backgrounds and heritage affect and impact upon their time at University. We have an Equality, Diversity and Inclusion Plan which outlines how we are trying to ensure that all of our staff and members all feel equally supported, welcomed and included. It also outlines how we are seeking to remove barriers to this goal. As part of this plan we would like to recruit a student staff team member to work within our Democracy and Campaigns Team. back in November we recruited an EDIAssistant to work within our HR team. The additional post is for 15 hours a week each to support our Democracy and Campaigns Team.

A. Our EDI HR Assistant is taking steps to diversify our staff team, particularly with regard to ethnicity. The EDI Assistant HR sits within our HR team.

B. The Student Staff EDI Assistant will help us provide insight into the student experience of our liberation & left out student groups alongside supporting a range of Equality, Diversity & Inclusion activity across the student community. This job would suit someone with good networks and knowledge of equality, diversity & inclusion, a background in research, and can understand how to apply principles of inclusivity in our context

We are a supportive employer and can work around your course of study or other commitments in how the 15 hours per week is arranged. We are seeking applicants who bring an understanding of how Higher Education works and some of the challenge's students may face.

We encourage applications from black and minority ethnic candidates, who are currently under-represented within the Guild. Therefore, we are taking positive action to address an under-representation within our organisation. Details on the previous page outline the uarenteed interview scheme for ethnically diverse candidates that we have implimented here at Liverpool Guild of Students.

More details about our Equality, Diversity and Inclusion Excellence Plan including how we plan to deliver and Key Performance Indicator's for this project can be found on our website:

<https://www.liverpoolguild.org/about/mission-vision-values/equality-diversity-and-inclusion-excellence-plan>

If you would like an informal discussion about either of these roles you can contact Tricia O'Neill, Chief Executive here [oneill@liverpool.ac.uk](mailto:oneill@liverpool.ac.uk) to arrange a chat. EDI is a priority for the officer team and strengthens previous officer work



**Rowan Bradbury**

President and Chair of the Board of Trustees

**Tricia O'Neill**

Chief Executive Officer

## Student Staff Role Equality, Diversity and Inclusion Assistant

<b>Job Title:</b>	Student Staff Role Equality, Diversity, and Inclusion (EDI) Assistant
<b>Responsible to:</b>	Democracy and Campaigns Manager
<b>Salary:</b>	£12.00 per hour (15 hours per week) plus holiday pay
<b>Job Purpose:</b>	Our EDI Assistant; works primarily within our Democracy and Campaigns Team (also having close working with wider teams within Membership Services) and assist with the delivery of Equality, Diversity & Inclusion projects to support the Guild in delivering its EDI objectives. The postholder will contribute to the ongoing development of student facing EDI work at the Guild alongside contributing positively to the wider student experience of left out student groups at the University. They will assist with gathering insight from members, including undertaking data analysis, research and stakeholder engagement.

## Duties and Responsibilities

**Supporting student facing EDI projects and officer led activity around Equality Diversity and Inclusion and working collaboratively with other Guild departments on all relevant projects**

*The post holder shall:*

Work with the Guild teams within the Membership Services directorate to carry out specific EDI development projects.

Support the Guild's insight work in relation to EDI matters, working with colleagues to facilitate and evaluate insight projects aimed at understanding the student experience and student needs of underrepresented groups in the student community.

Work within the Democracy and Campaigns team in delivering actions defined by input from our student members. For example: providing administration support for the left-out student group work, supporting EDI campaign actions, and facilitating and evaluating insight projects.

To work alongside colleagues to support and implement relevant Guild activities where appropriate and related to student facing EDI campaigns

Assist in maintenance of EDI calendar to track events, initiatives, and key processes

To assist in producing reports for University and Guild committees and Guild Officers, including analysing relevant data sets, identifying trends and producing appropriate graphs and tables.

### Health, Safety and Hygiene

*The post holder shall:*

Work in a safe manner, seeking to minimise hazards to ensure the safety of other staff and students, and report all safety hazards immediately.

Ensure that all health and safety, fire and building regulations and procedures are complied with.

Ensure all activity is undertaken within a safety framework.

## **Other**

*The post holder shall:*

Ensure the service is accessible for all members and meets the needs of the Guilds' diverse membership.

Develop copy for web and paper-based resources as required in conjunction with the marketing team.

Work collaboratively to identify improvements, seek best practice, and embed this across the Guild.

Be present at, and assist in the running of, Welcome Fairs and Open Days if required.

To ensure that personal knowledge and skills are updated

To maintain an up-to-date awareness of trends and developments related to EDI issues and assist the Guild in developing their activity accordingly.

Attend meetings and training events as required.

Comply with Guild policies and procedures at all times and comply with and promote the environmental and sustainability procedures within the Guild.

Act as an advocate and role model for Guild values.

Contribute to the positive and professional image of the Guild and not act in such manner as to bring the Guild into disrepute.

Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.

Have a flexible approach to duties and work and, in particular, adopt a team work style with departments and activities across the Guild. This will involve undertaking duties in support of the activities and services of other departments if required.

## **Notes**

The minimum working week for the post is 12 hours. The post-holder may be required from time to time to work some evenings, as part of their 12 hours in order to support Guild activity which we arrange around times which suit our members.

However, as we work with students who frequently need support at their events and meetings, actual working hours may exceed this total and may involve occasional evening and weekend work. This is considered part of the contract and hours paid will reflect this

The job description is current in June 2024 and will be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the post holder and the Guild in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive.

In particular, given the grading and nature of the post, the responsibilities of the post holder may well change from time to time. The post holder may, from time to time, be required to be based at and/or work from any University of Liverpool site.

Management has the right to vary the duties and responsibilities after consultation with you.

Signed: .....

Name: .....

Date: .....



# Person Specification

## Student Staff Role Equality, Diversity and Inclusion Assistant

	Criteria	Essential	Desirable
	<b>Experience</b>		
1	Experience of working (paid or voluntary) with ED&I supporting delivery whilst advocating the organizations' objectives and values.		*
2	Experience of working in a similar role, ideally within a charity or non-profit organisation.		*
3	Proven work experience in relevant roles and job-related training.		*
4	Experience of supporting research projects surrounding the student experience		*
	<b>Knowledge</b>		
5	Working knowledge of equalities legislation and best practice as it applies to charities and HE.		*
6	Knowledge of the Students Union sector.		*
	<b>Skills/Abilities</b>		
7	Research skills and ability to design research to support policy and activity development in organisations such as the Guild.		*
8	Ability to produce high quality written reports which will assist policy development.		*
9	Strong analytical and problem-solving abilities.	*	
10	Ability to work independently and as part of a team.	*	
11	Understanding of the challenges faced by underrepresented groups and a commitment to promoting equality and diversity.	*	
12	Ability to be an excellent ambassador for the Guild and contribute to a wider group across Liverpool becoming aware of the Guild as a potential employer.	*	
13	Proficient IT skills with ability to learn new applications and work with Microsoft Office suites and related software.	*	
14	Ability to communicate sensitively and effectively with others to influence successful delivery of change.	*	
15	Ability to communicate confidently about ED&I and understand the importance of keeping their knowledge up to date.	*	
16	Excellent communication and interpersonal skills.	*	
	<b>Other</b>		
17	Enthusiasm for creating equity and increasing diversity and inclusion within organisations.	*	
18	Enthusiasm for working in a student led organization.	*	
19	Committed to the core values of The Guild.	*	

# How to Apply

Please apply using the apply now button on Staff Savvy If you have any questions about the application process please email: [guildjobs@liverpool.ac.uk](mailto:guildjobs@liverpool.ac.uk)

If you would like an informal discussion about either of these roles you can contact Lizzie Rodulson Democracy & Campaigns Manager -[e.rodulson@liverpool.ac.uk](mailto:e.rodulson@liverpool.ac.uk)

## Key Dates

You will need to be available for interview on the date listed below if you are shortlisted.

**Closing date for applications:** when 30 applications are received

**Interviews:** Week Commencing 4th November 2024

