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**ROLE**

**DESCRIPTION**

**GENDER, DIVERSITY**

**& INCLUSION**

**OFFICER**

**Spring 2025**

**Updated: January 2023**

**ROLE DESCRIPTION**

**Position:** Gender, Diversity and Inclusion Officer

**Start date:** 7th July 2025

**End date:** 10th July 2026

**Hours of work:** Part-Time, working 3 hours per week Monday – Friday (with commitment required to work outside regular working days on occasion as required).

**Induction:** 18th August – 22nd August, compulsory

**Responsible to:** Student Voice Manager

**Benefits:**

* Opportunity to develop key leadership and negotiation skills, whilst acting to deliver positive impact on the experience of more than 17,000 student members
* Guest list entry + 1 Guests (you must be present) for Union club nights.
* 40% off Coffee in Locos (in line with staff discount offered at the time) to be eligible for this

**Training:**

* Full weeklong induction and training period
* Access to University training programme
* Role specific learning and development opportunities

**ROLE REQUIREMENTS**

**Requirements:**

* You must currently be enrolled at Brunel University.
* You must be studying for the academic year 24/25 (ideally for the whole year).
* You must be able to attend a campaign planning training session in August 2025.
* You must be able to work at least half of 1 day in the Union of Brunel Students office.

**Qualities you need:**

* Empathy.
* Trustworthiness, including honesty.
* Reliability, punctuality, and loyalty.
* Integrity, respect and courtesy.
* Responsibility, including accountability.
* Diligence, perseverance, self-management skills, and self-control.

**You'll need to show:**

* A commitment to promoting equality, diversity and inclusion.
* Excellent written and oral communication skills.
* Cultural sensitivity.
* Experience of building relationships with key stakeholders and decision makers
* The ability to build the trust of community groups
* Negotiation and persuasion skills
* The ability to work as part of a team
* Self-motivation and an ability to use initiative
* Organisational and project-management skills
* Good report-writing ability

**The role entails you to:**

* Research, apply and promote diversity initiatives and share best practice.
* Provide support on equality and diversity issues.
* Assess community needs and promote community cohesion.
* Promote changes within the Union, University and the wider community.
* Liaise with community groups and other relevant organisations.
* Interact with people at all levels and from a range of backgrounds.
* Act in the best interests of all communities at Brunel.

**ROLE RESPONSIBILITIES**

**Responsibilities:**

* As the Gender, Diversity & Inclusion office, you will promote gender equality and support the elimination of gender-based disparities.
* As the Gender, Diversity & Inclusion Officer, you will contribute to the Student Union’s ‘Period Poverty’ campaign.
* As the Gender, Diversity & Inclusion officer, you will create 2 innovative campaigns that galvanize the Student Membership and promotes inclusivity, equality and acceptance.
* As the Women’s Officer, you will lead on 2 mandatory campaigns targeted at either female, male or non-binary/ genderfluid students.
* As the Gender, Diversity & Inclusion officer, you will support with the delivery of the Pregnant, Parents & Carers Student Network (PPCSN).

**Mandatory Campaigns:**

As the Gender, Diversity & Inclusion officer you will lead on 2 campaigns. Across the 2 campaigns, you must support 2 of the 3 following groups:

* + Women (self-identified women)
	+ Men (self-identified men)
	+ Non-binary & Genderfluid

**Supplementary Campaign:**

As the Gender, Diversity & Inclusion officer, you will be encouraged to create a supplementary campaign. This campaign can support any of the 3 groups (i.e. can be targeted at a group previously addressed in the mandatory campaign).

**KEY CONTACTS**

As the Women’s Officer, you will work closely with:

* The Welfare and Inclusion President
* The Student Activities President
* The Women’s Officer
* The LGBTQ+ Officer
* The Student Voice Manager
* The Student Activities Manager