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Black Student Recruitment Advisory Board Member

Department/Division/Faculty:	Outreach
Campus/Location:	South Kensington and White City campuses
Pay:	Casual Worker Rate, PTOL Spine Point 1 £15.18 per hour (£17.01 including holiday pay)
Responsible to:	Diversity & Inclusion Coordinator, Outreach
Line management for:	N/A
Key working Relationships (Internal):	Diversity & Inclusion Coordinator (Outreach), Imperial College Union Liberation and Community Network representatives, Imperial College Union African Caribbean Society representatives, various student societies/ groups, Outreach staff , other Student Board Members
Key Working Relationships (External):	Outreach Programme attendees, Teachers, Prospective students, Children and young people, Parents/guardians, community groups, charities
Contract type:	Casual worker

Purpose of the Post

As a Board member, you will provide insights, suggestions, and recommendations on our Outreach programmes and initiatives that support prospective Black heritage students at Imperial. This role involves actively engaging with Black heritage students at Imperial and prospective students pursuing a STEMB education to understand their needs and perspectives. You will help to identify and understand barriers/ challenges to participation and propose solutions. You will also support efforts to increase the representation of Black heritage students in our Outreach programs, help evaluate the impact of Outreach efforts, and foster an inclusive environment where diverse voices are heard. Board members will also help decide how the Outreach Seed Fund for Recruiting Black students is distributed.

Imperial's Outreach Team is responsible for delivering a comprehensive programme of activities for schools and colleges. We deliver a wide range of exciting and inspiring activities for diverse groups of young people from underrepresented backgrounds. Our focus is on raising attainment, changing perceptions, supporting teaching staff and stimulating interest in STEM subjects from primary school through to A-Level, as part of Imperial's commitment to widening participation and outreach.

Key Responsibilities

The principal duties and responsibilities are as follows:

- Advise on Outreach events and activities for students of Black heritage and lead on the allocation of the Outreach Seed Fund for Recruiting Black Students
- Provide feedback on existing Outreach programmes and Imperial initiatives aimed at supporting Black students at Imperial.
- Provide insights into the educational experience of school students of Black British backgrounds and the challenges/ barriers they face in accessing HE and pursuing a STEMB degree and propose solutions.
- Actively engage with Black heritage students at Imperial to understand their needs, experiences, and perspectives. Serve as a liaison between students and the board to ensure their voices are heard.
- Advocate for the needs and interests of Black heritage students at Imperial and those pursuing a STEMB education.
- Help to create an inclusive space/ environment where board members can share their ideas, challenges, and feedback in a safe, respectful, and supportive manner
- Prepare appropriately for meetings and be engaged and present, take part in discussions and actively share your thoughts and ideas
- Support the promotion of Outreach events/ initiatives for students of Black heritage, sharing with your networks internally and externally (schools, community groups, charities, organisations, local community etc.)

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)	Assessment A – Application S – Selection Day
Education		
Current Imperial undergraduate, postgraduate student, or alumni	(E)	A
Experience		
A willingness to share your thoughts, ideas, and experiences, and take part in discussions	(E)	A
Experience engaging in an Imperial Outreach programme as a participant, Student Ambassador or Leader	(D)	A

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Experience working with children or young people	(D)	A
Involvement in student leadership roles or supporting community/ university outreach programs or events (either paid or voluntary)	(D)	A
Knowledge		
An understanding of the educational experience of school students of Black British backgrounds and the challenges/ barriers they face in accessing HE	(E)	A
An understanding of the purpose of the Outreach team, the programmes we run, and the audiences we work with	(E)	A
An understanding of the role of an Outreach Ambassador/ Leader and how they support our programmes and events	(D)	A
An understanding of the challenges young people may face when considering, researching, and applying to university	(E)	A
An understanding of the UK school system	(E)	A
An awareness of current initiatives and policies aimed at increasing representation and participation for Black heritage students at Imperial	(E)	A
Knowledge of support services at the university	(D)	A
An understanding of, or keenness to learn, about the widening participation agenda in relation to higher education	(D)	A
Skills & Abilities		
Excellent written and spoken English, with a friendly, approachable manner	(E)	A
Able to consider a wide range of opinions, and help create an environment where board members can share their ideas, challenges, and feedback in a safe, respectful, and supportive manner	(E)	A
Confident engaging with a range of audiences including children and young people, prospective students and their parents and guardians and Imperial staff and students	(E)	A
Highly organised with a willingness to prepare appropriately and be engaged and present at meetings/ events	(E)	A
Excellent time management skills	(E)	A
Ability to work successfully as part of a team; able to take instruction and work with others to achieve a common goal	(E)	A
Able to use your initiative within the context of your role and solve problems independently	(E)	A
Able to convey an enthusiastic and positive approach to university life, STEM and higher education for a range of audiences	(D)	A

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment [on our webpages](#).

As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory [Disclosure and Barring Service \(DBS\) check](#), at the appropriate level, will be required for the successful candidate.

24 September 2024