



St Mary's
University
Students'
Union



EDI Chair

Recruitment Pack



About the role

We are currently recruiting six EDI Chairs to actively listen, gather feedback, and deliver a range of events and initiatives that will provide opportunities for connection for the diverse student communities at St Mary's.

Job Title: EDI Chair

Responsible to: Membership Services Manager

Pay: £13.15/hour

Hours: to be based on organisation need and offered to the EDI Chair team

Term: Fixed, to Summer 2025

Start Date: ASAP

The roles are:

- EDI Chair for Disabled Students
- EDI Chair for Race Equity
- EDI Chair for LGBTQ+ Students
- EDI Chair for Women
- EDI Chair for Mature Students

What is an EDI Chair?

EEDI Chairs are current students, who are appointed to help build connection and community for the diverse student population at St Mary's.

- EDI Chairs are a vital part of our representation structures and work closely with the Inclusion Vice-President, the Education President and Student Life President to improve the experience for all students at St Mary's University.
- They actively participate in high profile meetings/committees to ensure student voice is heard at the highest level of university.
- They act as a key contact for students who are part of their communities to help them elevate any concerns, and advise, support and signpost, where needed.
- Work with society leaders and students to help build a feedback and representation structure for students to bring feedback to the union. As well as plan events and awareness days.



About the role

Expectations:

- Represent on of the EDI communities
- Collect and analyse feedback from students within their community and pass on to the Vice-President Inclusion and Campaigns & Insight Coordinator.
- Attend and support EDI Network meetings to discuss ongoing feedback in order to identify trends and close the feedback loop. As well as EDI councils.
- Be available to meet regularly with students within their community.
- Support the establishment of student societies and networks for their community
- To maintain good relationships, and be in regular contact, with students and the Students' Union.
- Attend monthly 1-2-1 meetings with the Member Service Manager well as regular EDI Chair Catch-Ups.
- To be an overall advocate, and promoter of wider SU events, campaigns, and democratic structures, Network Meetings and Members Meeting.
- Work with society committees, the students union, the VP of inclusion and the Student Life President.
- Help, develop and plan at least 2 large scale events or campaigns (Simmie girls can, Black history month, Pride to name a few)

What's in it for me?

- This role is paid at a rate of £13.15/hour
- You'll receive a comprehensive training package to ensure you feel supported and prepared for the year ahead, with the option of additional training sessions for personal development
- You'll also receive a care package during your induction to welcome you to the team! (including a EDI Chair hoodie).
- Support from monthly 1-2-1 meetings with Membership Services Manager



Your Skills & Next Steps

First and foremost, we're looking for students who want to improve the experience for those studying at St Mary's University.

Person Specification

- Commitment and passion for the SU (E)
- Experience of representation, including as a course rep (D)
- Reliable (E)
- Approachable (E)
- An understanding and commitment to the principles of student representation (E)
- Willingness to speak your mind (E)
- Ability to work effectively as a member of a team (E)
- Excellent communication skills (E)
- Excellent time management and organising skills (E)
- Ability to thrive in a busy and fast-paced environment (E)

(E) - Essential criteria

(D) - Desirable criteria

University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.

How to Apply

To apply, fill out an application form, which can be found on our website:

<https://www.stmaryssu.co.uk/your-opportunities/find-your-next-opportunity/ed-chair>

Dates to be aware of:

- International Day of Peace 21 September
- National inclusion week 23–29 September
- Black history month October
- Dyslexia awareness week 07–13 October
- Movember 01–30
- National stress awareness day 06 November
- Giving Tuesday 03 December
- International Day of Persons with Disabilities 03 December
- Human Rights Day 10 December
- Pride month June
- International Women's Day 8th March