

JOB DESCRIPTION

Bradford College Students' Union Equality, Diversity & Inclusion Officer

ROLE PURPOSE

- To increase the involvement of students from underrepresented groups (including; BAME, Women, LGBTQ+ and students with disabilities) in Students' Union activity.
- To promote equal opportunities in the Students' Union and at the college.
- To represent all students at the college on Equality, Diversity and Inclusion matters.
- To ensure EDI is embedded throughout all functions and services at Bradford College.

DUTIES OF THE POST

- Work with and support Course Representatives and fellow Officers to raise awareness of EDI matters.
- To organise activities, events, campaigns and opportunities that focus on Equality, Diversity and Inclusion (EDI).
- Be an excellent role model who positively promotes EDI at all times and works to remove barriers.
- Work with the Students' Union and the college to protect the rights of students.
- Support EDI themed societies within the Students' Union.
- Work with the Personal Development Team to plan an EDI end of year celebration event.
- Work to design and deliver the Students' Union's strategic vision.
- Take part in appropriate Student's Union and Bradford College organised events.
- Be prepared to work outside your contracted hours including during evenings and weekends when necessary, occasionally travelling to attend conferences and training.

RESPONSIBILITIES OF THE POST

- Be responsible for EDI matters in the Students' Union, except for dealing with individual casework.
- Act as the lead representative for students from underrepresented backgrounds (including those protected by the Equality Act 2010) in the Students' Union at cross college committees (for example, the Equality, Diversity & Inclusion Committee, Academic Board) when required.
- Collect and provide student EDI feedback to the Students' Union and the college to improve the student experience.
- Help improve working practices within the Students' Union in relation to EDI.

OTHER DUTIES

- To attend appropriate meetings as and when required by the Union.
- To abide by the Union's purpose, policies and procedures at all times.
- To contribute to the positive image of the Union with FE students, the college and the local community.
- Value equality, diversity and inclusion at all times and work to remove barriers to equality.
- Be an excellent role model who promotes high standards of integrity and honesty and represents the organisation's values.
- To undertake other tasks and responsibilities appropriate with the level and nature of the post as required.
- Maintain close communication with the Students' Union, either in person or online.
- Undertake the relevant training provided by the SU/ NUS, which will equip you with the skills and tools to succeed in the role.
- To provide a high-quality standard of service to all members of Bradford College Students' Union.

CONTRACT DATES, SALARY & BENEFITS

Term of Office	One year (with the option to stand again, in line with the Students' Union policy)
Term of Office	1 st July 2026 – 30 th June 2027
Salary	Part time hourly paid- £12.21per hour
Line Manager	Personal Development Team Leader
Location	Based in the David Hockney Building, the post holder may be required to work at or from any of the Bradford College campuses.

If you are the successful candidate we will contact you to complete a **Disclosure & Barring Service** check, relevant to the post you have applied for, at the point we issue your offer letter/contract.

You will be required to present your original ID documents to support your DBS application. You must be at least 16 years old.