# JOB DESCRIPTION

## Job title: 2 X Curriculum Consultants

**Job Purpose:**

* Provide curriculum guidance to university staff in order to create an inclusive framework for student attainment at the University of Greenwich.
* Identify best practice across the university and the sector, and develop a co-creation guide.
* Review course materials and provide feedback based on inclusive principles.
* Support the administrative needs of the Project Team.

**Reports to:** Representation Coordinator & HEFCE BME Project Group

**Responsible for:** Student Volunteers

**About the Role:**

Be instrumental in changing the status quo. Share your point of view and shape the future of your University’s learning experience. Curriculum design is a key area where students could and should have a much greater impact. This role is an invitation to take part in enhancing the curriculum for yourself and fellow students.

**Project**

There are certain barriers which have a greater impact on particular groups of students, and limit their chances of success. We believe that everyone should have the chance to benefit from higher education if they want to. **All** students should have equal opportunities to succeed and progress, regardless of their background.

This project aims to use a value added metric and an inclusive curriculum framework to address to the Black and Minority Ethic (BME) Attainment Gap. The Inclusive Curriculum Framework provides a structured way of making practical and conceptual changes and inspires new assessment and evaluation methods in a way which is described as being**"concept to review".**

**The project encompasses:**

* Working with Partner Institutions as part of a HEFCE catalyst project which aims to reduce the BME attainment Gap.
* Using and developing the Value Added (VA) Score system as the key metric.
* Using the VA metric to provide a rationale for adapting curriculum content and delivery through the Inclusive Curriculum Framework (ICF) in order to increase student attainment.
* The first goal will be to look to address the BME attainment gap, with the expectation that it can be used with other attainment gaps across the university.

1. **Duties and key responsibilities**

**Curriculum Consultant**

**WORKING WITH STAFF AND STUDENTS**

* To be the primary point of contact for students regarding the Inclusive Curriculum Framework and the wider project.
* Attend university meetings such as Faculty Board, Faculty Learning Quality Standards Committee and Faculty Student Experience Committee to provide insight and feedback to embed the Inclusive Curriculum Framework.
* Read relevant papers and provide feedback where possible.
* Give consultations to staff where you advise them on inclusive practices and give your perspective as a student on current practices.
* Review materials such as course handbooks, module guides, assessment instructions and online materials and give feedback to academic staff.
* Work with academic staff to develop materials for courses.
* Participate in university and Students’ Union staff Development Workshop.
* Promote Inclusive Curriculum Framework to staff and students across the institution.
* Support training and research by leading group sessions and focus groups with students.
* Work with staff to develop a co-creation guide, which brings together good practice across the university.
* Liaise directly with university staff to arrange consultations as directed by staff.

**PROJECT TEAM SUPPORT**

* Provide general administrative support to the SU and project team staff.
* Lead student volunteers by maintaining consistent communication via e-mail and in person, sign posting to relevant volunteer resources, and supporting training as required.
* Support and lead student volunteers to provide Inclusive Curriculum guidance across the university.
* Contribute to Project Team meetings as required.
* Support monitoring and evaluation of the project and relevant activities.
* Familiarise yourself with relevant policies and papers as directed by the Representation Coordinator and Project Team.
* Support social media and internet communication regarding the Inclusive Curriculum Framework and the project.
* Write communications for students to promote the Inclusive Curriculum Framework, project group work and related matters.
* Collaborate with the Project Team and the Students’ Union staff to develop new materials for Greenwich University staff and students.
* Write a guide with the support of the Project Team.

1. **General Responsibilities**

* Represent and be an ambassador for the SU
* Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
* Abide by organisational policies, codes of conduct and practices
* Support and promote diversity and equality of opportunity in the workplace
* Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and Elections data
* Any other duties commensurate with the accountabilities of the post as directed by the line manager

**PERSON SPECIFICATION: CURRICULUM CONSULTANT**

**EXPERIENCE**

* Experience of administration and organisation of meetings and people.
* Experience of being part of a team, ideally within an office environment, working to expected standards.
* Understanding of Higher Education students and the current landscape of Higher Education.

**SKILLS AND ABILITIES**

* Clear communication skills face to face and on the phone or email.
* Ability to troubleshoot difficult situations, and deal with them calmly, efficiently and effectively.
* Writing skills – produce basic reports and ability to write succinct documents according to instruction.
* IT skills at a level that supports report writing, email, internet and spreadsheets.
* Time management and organisational skills.
* Ability to engage and motivate others.
* Self-motivated with the confidence to work alone but can also work co-operatively and flexibly as part of a team.
* Ability to stay focused and efficient in the face on changing priorities day to day.
* Enthusiastic and able to take initiative during busy periods.

**KNOWLEDGE**

* Some knowledge of the BME Attainment Gap.
* Demonstrated understanding of the importance of confidentiality.

**EDUCATION/TRAINING**

* No one specific qualification is required.
* Must be a current student at University of Greenwich for Academic Year 2018/19.

**PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS**

* A self-starter, able to work individually and as a member of a team.
* Enthusiastic about supporting others to create change and doing so within a dynamic organization.
* Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.
* Commitment to the values and ethos of the SU and the university.

**TERMS AND CONDITIONS**

**Salary:** £10 per hour to be paid fortnightly.

**Contract:**Temporary, part-time contract. Flexible working.

**Hours of work:** Between 4 and 10 hours per week.

Hours will be negotiable between 9am and 7pm. Days and hours negotiable with your line manager 1 week in advance.

**Location:** Primarily based at Cooper Building, Greenwich. Some work at and Southwood Site, Avery Hill. Occasional work at Medway Campus.

**NOTE:** Full terms and conditions to be finalised at contract stage.

**APPLICATION CLOSING DETAILS:**

Application deadline: **3rd September 2018, Midday.**

Interviews held on: **6th September 2018.**

If you wish to discuss the role further before you apply, please call Arushka Theagarajah on 0208 331 9184 or e-mail at [a.theagarajah@gre.ac.uk](mailto:a.theagarajah@gre.ac.uk)