



Social Policy Lead

Job title:	Social Policy Lead
Working hours:	35-hours per week (to be worked flexibly)
Salary:	Grade C (£28,329 to £32,117)
Reporting to:	Student Advice Manager
Direct Reports	n/a

Role Purpose:

The purpose of the Social Policy Lead is to ensure that the Guild is an expert on the issues that affect Exeter students, so that student leaders are empowered to advocate for change and help students to Love Exeter.

You will lead research into issues impacting students during their studies, such as such as housing, finances, health, wellbeing and safety, and share insights and knowledge with colleagues and students that enables them to drive belonging, provide support and empower students to make change. The role also plays a key part in ensuring colleagues and students have the skills to interpret policies and influence change.

Key Accountabilities:

- The Guild is up to date on relevant research and social policy on key emerging themes impacting students beyond their course.
- Student leaders and staff are supported and empowered to understand and influence social policy to improve the student experience.

Key Responsibilities:

Delivery

- Lead on identifying and driving research on key emerging themes and issues impacting students beyond their course, such as housing, finances, health, wellbeing and safety.
- Develop and deliver Guild social policy projects, including researching social policy issues impacting students and delivering collaborative projects that draw together ideas, expertise and analysis that helps us deliver our strategy.
- Develop and deliver training, briefings and resources to build skills, knowledge and confidence in social policy that enables and empowers student leaders and colleagues to become more impactful in influencing change.
- Produce high quality written outputs including briefings, consultation responses, reports and other policy outputs in line with our strategy and student priorities.
- Develop and deliver activities that enable students to actively engage in social policy issues, including supporting student co-creation of policy positions and campaigns.

Role Profile: Social Policy Lead

- Ensuring that activities are delivered within agreed budgets and that funds and resources are effectively managed.

Development

- Identify opportunities to work in partnership with other organisations to develop policy positions in line with our strategic objectives, and to advocate for these positions.
- Develop and maintain a body of expertise in relevant social policy issues impacting students, including to monitor and review external developments, propose responses and identify opportunities for policy development in collaboration with colleagues.
- Develop evidence-based policy to defend and advance students' rights, with a clear vision of the advocacy and campaign strategies that will persuade political, policy-making and public audiences.
- Continually look for opportunities to improve, learn and grow, developing both your own skills and helping to develop collaborative ways of working.

Stakeholders

- Identify and develop key relationships across the University, students' unions, higher education organisations, community partners and policy makers; building networks to influence change.
- Work closely with the insights team to gather data that supports informed, evidence-based policy making and ensures the Guild's advocacy work is data-led.
- Collaborate across the organisation to develop social policy skills within teams, identify and support the delivery of policy interventions and influence campaigns.
- Support Officers and student leaders by providing briefings on relevant policy developments and identifying opportunities to influence social policy and create change.

Compliance

- Ensure compliance with Guild and relevant University policies and all relevant legislation – including Health & Safety, 1994 Education Act, Safeguarding, Media Law and Data Protection.
- Ensure adherence to Guild financial regulations and effective financial procedures are in place when leading or supporting the delivery of projects and campaigns.

Other

- Actively engage in student-facing projects and activities of all kinds as required.
- Be an enthusiastic advocate for student leadership and our values.
- Maintain own professional networks and promote the Guild on a local and national level.

Person Specification: Social Policy Lead

Criteria	
Experience	<ul style="list-style-type: none"> • Demonstrable experience of scoping, initiating and managing projects and/or campaigns. • Able to demonstrate knowledge of and an interest in the issues impacting students in Higher Education.
Skills	<ul style="list-style-type: none"> • Policy analysis: demonstrable ability to analyse and evaluate both existing policies and proposed changes. • Research: able to determine how policies affect different groups of people and use this understanding to make recommendations. • Report writing: able to communicate information in a way that is accessible to others and helps them to understand key insights and recommendations. • Finding insights: can interpret and draw insights from quantitative and qualitative data. • Project management: able to plan and organise projects, and report on progress. • Teamwork: taking the time to understand yourself and those around you, so that you can collaborate effectively across teams and achieve shared goals. • Insight: able to spot issues and think creatively about how to solve them. • Accountability: taking responsibility for your personal development, challenges, and successes, and being aware of the impact of your work.
Values & Behaviours	<ul style="list-style-type: none"> • A demonstrable commitment to the Guild's values. • Shares a genuine interest for working in a democratic, student-led environment and championing student leadership. • Strong commitment to equality, diversity and inclusion.

Role Profile: Social Policy Lead

How to Apply

Application Timeline

Closing Date: 20 May

Shortlisting: 22 May

Interviews: 28 May

You will need to provide an up-to-date copy of your CV, and answer the following questions related to the person specification for the role:

- Please outline why you want to apply for this role, including how your values align with those of the Guild.
- Please tell us about the analysis and research skills that make you a great fit for this role.
- Please can you describe your approach to finding insights and using them to make recommendations?

Please note:

- We will contact you to let you know the outcome of your application. This can sometimes take a few days.
- Applications received after the above closing date will not be considered.

Meet Your New Manager



Kim White, Student Advice Manager

If you'd like an informal chat with Kim to find out more about the role, the team and what they're looking for in our new Social Policy Lead, you can get in touch at kim.white@exeterguild.com. They would love to hear from you! For general queries please contact: peopleandculture@exeterguild.com