Postgraduate Students Facilitator Job Description

SU PURPOSE:	To provide an outstanding student experience
DEPARTMENT:	Student Communities Team
DEPT PURPOSE:	To lead and support the development, impact and operations of communities for University of Sheffield students, facilitating meaningful connections for students based on needs, identities and interests, expanding experiential opportunity and participation, removing barriers to access, and building student belonging.
JOB TITLE:	**Postgraduate Students Facilitator:** Postgraduate Research
REPORTING TO:	Student Communities Coordinator, Academic Advocacy Coordinator
DIRECT REPORTS:	None
PURPOSE OF ROLE:	To contribute to the building of communities for Postgraduate members, empowering groups to advocate for, and influence material changes on campus.

IN PARTICULAR:	1. To bring together students and stakeholders from postgraduate communities via the principles of community organising; strengthening engagement and belonging with the SU, and kick-starting communities where they do not formally exist. 2. To identify and undertake research into barriers, concerns and causes that impact these groups. 3. To (co)-lead delivery of activity that makes material change for the respective communities, considering both sense of belonging and influence/change-making.

	MAIN RESPONSIBILITIES
1.	**Bringing together stakeholders**
a)	Identify existing societies, communities, leaders or other informal groups involved in Postgraduate community-building
b)	Identify key stakeholder groups, or support services on campus and in the city that may be relevant to Postgraduates
c)	Where there are gaps in provision, support the 'kick starting' of community groups, including coffee mornings, socials, encouraging the creation of new Societies etc
2.	**Identifying and researching barriers**
a)	Use forums, networks, democratic structures and other digital methods to understand barriers faced by Postgraduate students
b)	Undertake research to prioritise needs, then identify strategies, map out decision makers, and organise communities to build collective action.
c)	Collaborate with with SU and University colleagues to improve and extend existing projects
d)	Collaborate with Liberation Facilitators to suggest improvements within the SU, and its structures to benefit Liberation and Inclusions work.
e)	Undertake evaluation of initiatives and report back on progress made

3.	Delivering Change
a)	Plan and support SU- and student-led events aimed at improving student community and belonging
b)	Facilitate the running of SU decision-making spaces for Postgraduate groups
c)	Work with student leaders to make more effective change for Postgraduates
d)	Engage with relevant Students' Union Officers to support their input in decision making spaces, such as EDI and One University Committees
4.	General Duties
a)	To be an active member of the Student Communities Team, maintaining knowledge of other areas and current priorities, and working with Students' Union colleagues to ensure a full effective service is provided at all times, providing cover as necessary.
b)	Contribute to the positive image of Sheffield Students' Union with students, the University, other stakeholders and staff.
c)	Values - To uphold the Students' Union's values, promoting an inclusive and impactful organisational culture
d)	Other duties, as may be reasonably prescribed, appropriate to the grade and responsibilities of this post

PERSON SPECIFICATION

E = Essential, **D** = Desirable **A** = Application Form, **I** = Interview;
X = Assessment Exercise, **R** = References;

CRITERIA	E / D	Assessed Via
Experience studying as a Postgraduate, or significant experience working in support of Postgraduate students	E	A / I
A passion for student-led change, and students' role in shaping their student experience	E	A / I
Excellent communication and team-working skills; able to collaborate and develop strong networks	E	A / I
Ability to work within systems, with a set role that supports a larger vision	E	A / I
You must be a current student at the University of Sheffield in 2025/26 - other than that no formal qualifications or training are required.	E	A
Current knowledge of student-led engagement at Sheffield, such as Liberation groups, Academic Reps, societies, or student activism	D	A / I
Excellent organisational skills	D	A / I
Ability to use initiative and solve problems independently	D	A / I
Knowledge of community organising and/or campaigning	D	A / I