Student Groups Intern

**Information**

Part-time, Fixed Term until 31st May 2021

14 hours a week (ideally across 2 days)\*

Location: home-based

Salary: London Living Wage of £10.75 per hour

Accountable to: Student Groups Coordinator

*We are open to flexible working, in order to cater to students’ caring or commuting commitments. MDXSU staff are currently working remotely, and will continue to do so for the foreseeable future. All student staff roles will operate remotely, but will be fully supported and supervised by MDXSU full time staff.*

*\*Hours to be completed Monday - Friday*

**The Role**

We support over 80 societies at MDXSU, from general interest and campaigning societies to religious, cultural and course based. Our societies offer a variety of opportunities for students, from weekly meet ups to termly events, all of which require varying levels of support. We also support four liberation groups: Women Students Group, LGBT+ Students Group, Black Students Group and Disabled Students Group. Our liberation groups are students who come together to socialise, share experiences and campaign for change. They focus on students who face oppression and discrimination and are often underrepresented and disadvantaged during their time at University, whether in their education or wider society.

Over the last six months our student groups have continued to operate remotely and have provided online spaces for students to socialise throughout lockdown. Now more than ever, these groups provide a crucial platform for students to make friends, combat loneliness and create support networks for like-minded students.

To help us with our work, we are looking for a motivated and passionate student to work with us to support our diverse range of societies and liberation groups to support the day to day running of the groups, promote student group activities and increase overall student engagement.

**Responsibilities**

* To support and assist with the planning and preparation of society and liberation group events
* Organise diversity and liberation events to bring the four liberation student groups together
* Build relationships with liberation group leaders and members to help support liberation group elections and wider MDXSU democratic processes
* Work with the Communications and Income team to increase student engagement for all societies and liberation groups
* Work with the Campaigns and Democracy Coordinator to support activity to identify and deliver on key campaigning activity across the four liberation groups
* Encourage collaboration between liberation groups and societies
* Support the Student Groups Coordinator in developing training and development opportunities for student leaders
* Support the Student Groups Coordinator with day to day admin tasks, such as setting up new student groups, editing content for the MDXSU website and updating documents and guidance
* Continually re-evaluate your work based on student feedback and flexibly adapt accordingly
* To support any other MDXSU duties as required

**Requirements**

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| **Criteria** | **Requirement** |
| **Qualifications** |
| Current student studying at Middlesex University | Essential |
| **Knowledge** |
| Project planning or event planning experience | Desirable |
| Understanding and/or experience of working in a democratic, member-led organisation | Essential |
| Understanding of societies and liberation groups at MDXSU | Desirable |
| **Attributes/skills** |
| Excellent communication skills; written & verbal | Essential |
| Excellent planning, organisational & administrative skills- with a particular focus on attention to detail | Essential |
| Ability to juggle various tasks at the same time | Essential |
| Proactive and able to work using own initiative  | Essential |
| Strong interpersonal skills | Essential |
| Excellent organisational skills | Essential |
| Ability to work flexibly  | Essential |
| IT competent with an understanding of Microsoft Office | Essential |
| **Values & Ethics** |
| Team player | Essential |
| Interested in working with students and liberation groups | Essential |
| Positive attitude & Enthusiasm about Middlesex University & MDXSU | Essential |