



STUDENT ACTION FOR REFUGEES

ACCESS TO UNIVERSITY CAMPAIGN & ADVOCACY CO-ORDINATOR

Job title	Access to University Campaign & Advocacy Co-ordinator
Reports to	Chief Executive
Location	STAR national office, London N7 with travel across the UK
Hours	21 hours per week
Salary	£30,000 per annum pro rata (£18,000 for 21 hours per week) + 7% contributory pension. 1 year initial contract.

Purpose of role

To lead STAR's Equal Access campaign to improve access to higher education (HE) in the UK for refugees, asylum seekers, people who have limited leave to remain following an asylum claim (e.g. humanitarian protection) and participants in resettlement programmes

Job description

Main responsibilities

Devise and deliver STAR's Equal Access campaign

1. Research and be expert in UK government policy on access to HE for refugees, asylum seekers, people who have limited leave to remain following an asylum claim (e.g. humanitarian protection) and participants in resettlement programmes
2. Research and be expert in each HE institution's progress towards Equal Access
3. Develop STAR's Equal Access campaign strategy and materials
4. Empower students to campaign at their university for Equal Access by devising tailored advocacy strategies and then support STAR colleagues to deliver these on campus

Work with universities

1. Be proactive in promoting Equal Access to university policy makers
2. Advise and support university staff to create and deliver Equal Access policies, both alongside STAR groups and independently

Work with allies and policy makers

1. Be proactive in promoting Equal Access to potential allies and policy makers including NUS and MPs
2. Advise and support policy makers to create improved access policies

Support the coalition working for Equal Access

1. Convene and administer the Access to Higher Education Working Group

2. Engage with stakeholders to ensure good co-ordination and maximise the impact of joint actions to achieve Equal Access
3. Raise awareness, bring policy makers on-board, recruit new supporters and partners

Monitor and promote access policies at HE institutions and other opportunities such as grants

1. Keep up to date records of the situation at each UK HE institution on access policies and progress towards Equal Access
2. Keep up to date records of other opportunities such as grants
3. Act as the central point of information on the accessibility of each UK HE institution for members of the Access to Higher Education Working Group
4. Provide information to potential students and agencies, signposting to members of the Access to Higher Education Working Group where they are better able to meet the need
5. Publish and circulate the list of accessible universities

Other tasks

1. Represent and promote STAR at external events and meetings
2. Work during evening and weekends with overnight stays as required
3. Ensure all STAR activities are led by the needs of the refugees and asylum seekers in the UK
4. Undertake other tasks directed by STAR as relevant and commensurate with the post

Person Specification

Essential

1. Knowledge of the UK higher education funding system
2. Knowledge of the structures and decision making processes of universities, student societies and student unions
3. Knowledge of current policy and issues affecting asylum seekers and refugees in the UK
4. Experience of formulating and implementing a campaign strategy
5. Proven track record of being proactive in achieving positive change in policy
6. Ability to build strong partnerships and maintain positive working relationships with individuals and organisations
7. Experience of engaging with high level policy makers to make change such as Vice Chancellors and MPs
8. Experience of organising, chairing and administrating meetings
9. Excellent communication skills including report writing and public speaking
10. Experience of setting up and maintaining effective record keeping systems
11. Ability to work effectively as part of a small team and be flexible to change
12. Understanding of and commitment to STAR's aims and values
13. Ability to work occasional evenings and weekends by prior arrangement and to travel within the UK

How to apply

- The STAR application form and equality and diversity monitoring form can be downloaded at www.star-network.org.uk

- Please fill out both the STAR application form and the equality and diversity monitoring form and return them to Jonathan Waring at staradmin@star-network.org.uk or STAR, 356 Holloway Road, London, N7 6PA
- **The closing date for applications is 9 am on Tuesday 4th April**
- Interviews will be held in London on Tuesday 11th April
- We are sorry that we are unable to provide feedback to unsuccessful candidates

EW 8/3/17