

Job pack



Message from the President and Principal

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical**, acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave entitlement is 30 working days (not including bank holidays).
- [Season ticket loan scheme](#)
- [Pension scheme](#)
- [Reward and recognition schemes](#)
- [Cycle to work scheme](#)
- [Qmotion sport fitness centre](#)
- [Employee Assistance Programme](#)
- [Family friendly policies](#)
- [Flexible working practices](#)
- [On-site day nursery](#)

Job description

Job details	
Job title	Policy and Campaigns Manager (Tackling Sexual Violence, Harassment and Hate Crime)
Department	Student and Academic Services
Reports to	Head of Student Life
Grade and salary	Professional Services Grade 5, £38,665 - £45,479 per annum
Hours per week	Part-time (17.5 hours per week)
Appointment period	Permanent
Current location	Mile End
Work activity type	Admin/Operational/Technical and Support

Job context

The post of Policy and Campaigns Manager is located in the Student Life team in Student Wellbeing within Student and Academic Services.

Student and Academic Services is the university's main student support directorate and comprises Library Services, Careers and Enterprise, and Student Wellbeing. Student Wellbeing is made up of the Advice and Counselling Service, the Disability and Dyslexia Service and the Student Life team, which oversees diverse areas such as the Chaplaincy, the Student Health Service, Report and Support and Music. Student Life also manage the University's welcome and induction programme for new and continuing students and play a crucial role in delivering the campus experience for students in collaboration with QMSU and Residential Services.

Job purpose

This role will lead on coordinating, implementing and evaluating prevention activities aimed at tackling, sexual violence, harassment and hate crime with particular focus on policy and student campaigns. The post-holder will also be responsible for Report and Support system and process management and development.

Main duties and responsibilities

- Managing the Report and Support system and related processes, analysing use, drafting reports and coordinating evaluation, liaising with external and internal stakeholders as required.
- Coordinating the production of user documentation and relevant internal communications for Report and Support.
- Coordinating and supporting the development of online resources in conjunction with the Students' Union and Directorates/Schools across the university as appropriate.
- Designing specific campaigns in response to local needs and join in with national awareness campaigns. Working in partnership with the Students' Union and HR to research and understand the perceptions, attitudes and needs of our diverse student and staff cohorts and ensure that all activities and events meet these needs.
- Working with external services/partners, supporting the local community (e.g. THNPFHF Hate Crime Delivery Plan). Facilitating agreements with local statutory organisations, charities and entertainment venues to prevent harassment and violence.

- Working closely with colleagues from across the university, coordinate the planning, delivery and evaluation of training designed to deliver on anti-harassment work (e.g. VAWG, Stop Hate workshops).
- Ensure that good practice from the sector is used to inform a strategic approach to tackling sexual violence and harassment by acquiring a working knowledge of relevant policy, legislation, and operational practice in the field of combatting harassment, hate crime, sexual violence etc.
- Liaise with colleagues responsible for student transitions and induction to ensure a joined up, effective approach.
- Draft plans, procedures and progress reports to inform university-wide strategic and operational decision making around harassment, including active participation in relevant committees and ensuring effective communication and reporting with other university groups.
- Take an active role in the development and implementation of strategies that relate to student wellbeing and the wider student experience.
- To undertake any other duties as reasonably requested by the Head of Student Life or other senior staff.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

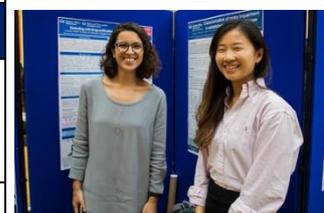
Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
Education to degree level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A qualification or appropriate experience of formal project management approaches, e.g. PRINCE2, or a willingness to acquire one	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience/Knowledge		
Good knowledge of the UK higher education sector with awareness of issues facing HE students across a range of provision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good understanding of and commitment to equality and diversity issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good understanding of the needs of students from a variety of backgrounds in relation to issues of sexual violence, including the particular needs of students from at risk groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of developing good working relationships with a variety of stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of managing successful campaigns involving multiple stakeholders	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills/Abilities		
Effective time management skills including the ability to set and adhere to internally and externally agreed timelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidence and accuracy in written and verbal communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidence and accuracy in collecting, analysing and presenting data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to implement change through effective consultation and negotiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent meeting management skills to ensure clarity and agreement as well as ensuring understanding and allocation of actions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other		
Openness to new ideas and the critical evaluation of such ideas. Keen to learn new skills, methods and techniques	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*The ability to meet UK 'right to work' requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be asked to bring their passport or another acceptable [form of evidence](#) to verify their right to work.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: <https://www.gov.uk/global-talent>

For **additional** information on both visa sponsorship and non-sponsorship **visa** routes, please visit the UK Visas and Immigration website: <https://www.gov.uk/browse/visas-immigration/work-visas>

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: <https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>



Equal Opportunities

Queen Mary University of London is a Russell Group University with a difference. Our vision is to be recognised across the world as the most inclusive research-intensive University. We will strive to achieve that goal.

To all the communities at Queen Mary, inclusivity is key to who we are and to achieving all our ambitions.

We are a multi-faculty institution teaching undergraduates and postgraduates across all the major disciplines. We offer more than 280 undergraduate courses. We have world-leading research across disciplines and were ranked 5th in the UK in the last Research Excellence Framework (REF) for the quality of our research outputs, and continually challenge ourselves to ensure we have an environment where everyone feels included and can flourish.

We are very proud of our teaching and learning and were awarded a 'silver' in the Teaching Excellence Framework (TEF) (2016-17). We are also deeply embedded in the local community and were the first UK University to be awarded an Engage Watermark Gold award for public engagement by the National Coordinating Centre for Public Engagement.

Unlike many other Russell Group universities, we attract a very diverse student population. Of our 25,000+ students, over 30 per cent are from non-EU overseas countries, and 9 per cent are from the EU. Our international students are drawn from over 160 countries. 90 per cent of our home students are from state schools, 59 per cent are Black Asian Minority Ethnic (BAME), 42 per cent are the first in their families to go into higher education and over 30 per cent are from households where the household income, as assessed by Student Finance England, is less than £15,000.

We attract a lot of local students, owing to our strong relationships with schools in the surrounding boroughs, coupled with a strong reputation for inclusivity. 37 per cent of our students commute to our campuses daily. Our staff body is also diverse and is drawn from over 162 countries.

Inclusivity is one of our fundamental core values at Queen Mary: it is intrinsic to who we are. Our diversity of cultures and backgrounds is key to the vibrancy of our community and to the knowledge and ideas we are able to generate and pass on; without that diversity, we would not be who we are. We are extremely proud that we attract such a diverse staff and student body, and are fully committed to providing an environment where everyone is supported to flourish and fulfil their potential, irrespective of their background.

To be truly inclusive requires sustained, proactive, hard work, and we know there are areas where we have work to do. Our core objectives are focused on reducing the BAME attainment gap and increasing the proportion of female and BAME staff at the higher grades, both for academics and for Professional Services. We are looking to see how we can 'hard-wire' inclusivity throughout all our policies and practices: we do not see this work as belonging to one team or unit, but rather as being embedded in all that we do.

Being inclusive makes us better at everything we do, it improves our daily lives and the delivery and impact of our work.

EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI) and champions a number of EDI initiatives across the University. Queen Mary holds a Silver Institutional [Athena SWAN](#) award for advancing gender equality, and is also a [Stonewall Diversity Champion](#) and commits to advancing LGBTQ+ inclusion by submitting to the [Stonewall Workplace Equality Index](#). We also offer a number of development programmes including [Springboard](#), [Aurora](#) and [B-MEntor](#). We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with

the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible working:

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our [Flexible Working Policy](#) includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies:

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of [family friendly policies](#) with enhanced rates of pay available for family-related leave, following a qualifying period of service.



Further Information

Details about Student and Academic Services can be found at:

<http://www.sas.qmul.ac.uk/>

Informal enquiries should be made to:

Magda Chanopoulou
Email: m.chanopoulou@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place

