

Job Description

Job Title: Not-On Project Researcher

Responsible to: Senior Advice Coordinator

Outline of Post: To support in the review and updating of the [Not-On Campaign](#). Providing recommendations and suggested actions for the improvement of the project for the 2024.25 Academic Year. The role will operate from late May – July 2024.

Hours: Able to work up to 10 hours per week, across June, July and August 2024.

Not On Campaign

'Not On' is a joint campaign, launched by the University of Birmingham and the Guild of Students. It aims to promote an environment in which sexual harassment of any kind of deemed to be wholly unacceptable and to enable students to have the knowledge, ability and confidence to report and act against all forms of sexual harassment.

Duties and Responsibilities:

1. To work with the Senior Advice Coordinator and Student Voice and Representation Manager in reviewing the Not-On Campaign, identifying areas of strength and development for the scheme.
2. Conduct research into similar projects across the UK and abroad, which demonstrate alternative models or approaches.
3. Take an evidence-led approach to suggested changes, gathering data systematically and analysing information for presentations with Guild and University stakeholders.
4. Conduct workshops and action groups to gather student views and opinions on the Not-On Campaign.
5. Manage and respond to project related emails and queries, escalating to wider Guild staff as required.
6. Provide regular updates on project review progress.

7. To carry out other duties which naturally fall within the reasonable expectations of the post.
8. To attend and complete compulsory training as required.

Person Specification

The person specification describes the knowledge, experience & abilities that the Guild is looking for in the student staff we employ. To be successful, during the selection process (application form & interview) you should demonstrate:

- Strong customer service focus
- Strong communication skills
- Strong ability with Microsoft Office
- Able to work in a team, but also on own initiative
- Flexible, committed and punctual
- Able to stay calm and friendly under pressure in a busy environment
- Able to balance academic work with your responsibility to the Guild as your employer throughout the academic year.
- A knowledge and awareness of Not-On and a desire to further the aims of the campaign.
- Strong research skills, and examples of having provided effective evidence-led outcomes within your studies or associated projects.

To Note: We are specifically looking for candidates who can provide research expertise and specialisms in this field of work. Applications from Postgraduate Researchers would be particularly welcome.