Team Birkbeck Student Development and Alumni August 2016
1. About Birkbeck

Thank you for your interest in the role of Team Birkbeck Student at Birkbeck, University of London.

In 1823 George Birkbeck founded the London Mechanics’ Institute with a vision for opening up university education to working Londoners. By 1920 Birkbeck was incorporated in to the University of London and today, almost 200 years later, George’s mission remains undimmed.

Birkbeck, University of London, is a world-class research and teaching institution, a vibrant centre of academic engagement and excellence and London’s only specialist provider of evening higher education.

Where once we were known solely for our part-time courses and mature students, today we have a wider mix; our cohort of full-time undergraduates has grown from zero to almost 3,000 over the past six years. Undergraduate students can study for a degree at a pace that suits them, across three, four or six years, while we are the sixth largest provider of postgraduate programmes in the UK.

We have 14,000 students studying for over 130 Masters Degrees, nearly 80 BA/BSc/LLB degrees and 40 Certificates of Higher Education in Arts; Business, Economics and Informatics; Law; Science; Social Sciences, History and Philosophy. We also have over 800 PhD students.

But while Birkbeck has its roots firmly in London, we are recognised on a global stage. The Times Higher Education (THE) World University rankings 2015-16 placed Birkbeck among the world’s top 250 universities and taking in to account both the international students and international academic collaborations.

Birkbeck’s reputation as a world-class research intensive institution was cemented by the Research Assessment Framework in 2014. Birkbeck was 30th in the UK for research (THE rankings ‘with intensity’), with 73% of our research rated ‘world leading’ or ‘internationally excellent’. We are home to 44 research and specialist institutes.

ranked us the 50th most international university,
Arts and Humanities courses at Birkbeck were recently placed 52\textsuperscript{nd} in the world, third best in London and 11\textsuperscript{th} in the UK by the THE 2015-2016 World University Subject Rankings. This included SSHP’s archaeology, classics, history, linguistics and philosophy programmes plus the School of Arts’ literature, theatre and cultural studies programmes. And we are in the top 100 worldwide for English Literature, History, Philosophy and Psychology, according to the QS World University Rankings by subject 2015.

This unique combination of ground-breaking research and innovative teaching provides an inspirational learning experience for our students; we have consistently ranked number one in London for student satisfaction in the National Student Survey.

Birkbeck’s main Bloomsbury campus is in the heart of academic London, home to a number of other universities and colleges of the University of London, including University College London and the School of Oriental and African Studies.

We are situated among beautiful, leafy squares in one of the world’s greatest concentrations of libraries, including the British Library and Senate House Library. The British Museum is next door and we are a just short stroll from the West End. Across the city in east London, we offer courses at University Square in Stratford. Both our campuses are well-served by public transport.
2. Job Description

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Team Birkbeck Student</th>
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<tbody>
<tr>
<td>SCHOOL/ DEPARTMENT:</td>
<td>Development and Alumni</td>
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<tr>
<td>REPORTS TO:</td>
<td>Alumni and Student Ambassador Officer</td>
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<td>SUPERVISES:</td>
<td>Not applicable</td>
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<tr>
<td>POST REFERENCE:</td>
<td>11974</td>
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<tr>
<td>GRADE:</td>
<td>2 (£10.31 per hour)</td>
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<tr>
<td>DATE</td>
<td>August 2016</td>
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Purpose of the Job

Birkbeck is looking for enthusiastic, confident, reliable and passionate students to support and represent the College in a variety of different ways. As a Team Birkbeck Student, you will be part of a team of up to forty like-minded students and alumni who share a passion for Birkbeck and Higher Education, and will promote and enhance the reputation of the College by sharing your knowledge and experiences with a wide range of stakeholders.

Main Duties of the Jobholder

- Assist with events such as Open Evenings, UCAS Conventions, Postgraduate Fairs, Partner and Agent Fairs, Graduations and Offer Days – duties will include welcoming visitors, answering prospective student enquiries and sharing your Birkbeck experience, and offering general logistical support to ensure the success of each event
- Deliver campus tours in Bloomsbury to prospective students, donors and high-profile individuals.
- Support outreach activities in secondary schools, FE Colleges and local London boroughs, facilitating workshops and delivering presentations to a wide range of individuals
- Provide general assistance to the Widening Access and Student Engagement Team to help deliver on-campus taster sessions for school visits to Birkbeck
- Make and answer telephone calls during Clearing and alumni engagement campaigns.
- Attend meetings with other members of staff to share your experiences of studying at Birkbeck to donors, governors, civil servants, government and other stakeholders
- Support the International Office to help deliver a range of activities and programmes to international students
- Provide ad hoc clerical support and assistance
- Be willing to be interviewed by the Communications Team for student profiles
- Represent the College at any other events and activities that occur during the year.

The above list is by no means exhaustive, there will be other events and activities that Team Birkbeck Students will be expected to undertake within the parameters of the duties outlined above. There may also be other opportunities where you will be asked to act as a
co-ordinator or a supervisor at an event. If this is the case then you will receive additional training prior to the event itself.

**General Responsibilities**

These are standard to all Birkbeck Job Descriptions

- To adhere to the College’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with the Data Protection Act and to ensure that all new systems are reported to your Data Protection Controller.
- To undertake such other duties as may be reasonably expected.
- To provide a healthy and comfortable working environment.

**Benefits of the role**

- The opportunity to make a positive contribution to Birkbeck whilst enhancing your CV
- Develop excellent transferable skills which will benefit both your student life and your future career, including communication skills, teamwork practice, independent thinking and self-confidence
- Meet staff from across the College
- Flexible working hours
- Become part of a group of like-minded students
- An enjoyable fun experience
3. **Person Specification**

| JOB TITLE: | Team Birkbeck Student |
| DEPARTMENT: | Development and Alumni |
| POST REFERENCE: | 11974 |

Birkbeck is a member of the ‘positive about disability’ Two Ticks scheme and guarantees to interview all candidates who meet the minimum essential criteria for the post.

<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
<th>METHOD OF ASSESSMENT</th>
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</thead>
</table>
| Knowledge Technical/Work-based Skills | • Passionate about Birkbeck’s mission and the benefits of evening study  
• Awareness of the wide issues and challenges prospective students may have when considering studying at the Higher Education level  
• Reliable and excellent time management  
• Able to show initiative and work under minimal supervision, maintaining a professional manner  
• Willingness to work a flexible schedule, including evenings and weekends | | Application Interview |
| General Skills/Attributes | Ability to effectively communicate, both written and orally, with a diverse range of people  
A welcoming, approachable and polite manner at all times  
A positive, can-do attitude  
Outstanding listening skills | Application Interview |
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<tr>
<td>Experience</td>
<td>Excellent customer service skills</td>
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<tr>
<td>Qualifications</td>
<td>Current Birkbeck undergraduate or postgraduate student (Home, EU and International)</td>
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4. **Further Information**

| **Salary:** | Grade 2 of the College's London Pay Scale, £10.31 per hour. The salary quoted is on the College's London Pay Scale which includes a consolidated Weighting/Allowance which applies only to staff whose normal contractual place of work is in the Greater London area. |
| **Probation:** | The appointment may be subject to a probationary period of 6 months. |
| **Duration of post:** | Fixed Term (casual) |
| **Hours:** | Variable |
| **Annual leave entitlement:** | 25 days per year, plus an additional six days when the College is closed during the spring and winter breaks. This is in addition to the eight bank holidays. |
| **Superannuation:** | The post is superannuable under the SAUL Scheme (Superannuation Arrangements for the University of London). This is a defined benefit scheme which will pay retirement benefits based on the number of years (and days) you have been a member of the scheme and the salary upon which you have paid contributions in each of those years. |
| **Closing date:** | Midnight on Sunday 11 September 2016 |
| **Interview date:** | Week commencing Monday 19 September 2016 |
| **Start date:** | To be confirmed following interview |

**Informal enquiries can be made to:**

Andy Stirups, Alumni and Student Ambassador Officer (tel: 0207 3803 267, e-mail: a.stirups@bbk.ac.uk)
5. How to Apply

- To apply for this position please go to www.bbk.ac.uk/jobs (reference no: 11974) to apply through Birkbeck’s online application system.

- If you are having difficulties accessing this site please email humanresources@bbk.ac.uk

- Please ensure your application includes full details of your employment history, education and qualifications along with comprehensive answers to the application questions. Please upload a CV if required and also provide details of your notice period and the names and contact details for two referees (one of whom should be your current or most recent employer).

The College’s commitment to Equality and Diversity

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed, respected and treated in a fair, consistent and non-discriminatory manner. The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the ‘positive about disability’ Two Ticks scheme and guarantees to interview all candidates who meet the minimum essential criteria for the post. Birkbeck is a member of the Equality Challenge Unit, holds a Bronze level Athena SWAN award, a Mindful Employers Charter signatory and subscribes to Stonewall’s Diversity Champions.