Access & Participation Coordinator
Job Description

About UEA Students' Union
We are the Students' Union at the University of East Anglia and we're the heart of student life at UEA. We're about students - transforming.

We are students learning and developing through opportunities to do things. We are a Union, run by students, and we change every year as students change. We are about changing their course, community and world.

We're right in the middle of campus, full of life, energy, passion and emotion. We love UEA (it's wonderful), but we want it to be better.

We're led by student officers, who are democratically elected by a ballot of all UEA students each year. Those student officers are guided by the policies that students make through referendums and through a representative body called uea50.

The elected student officers determine the direction of the SU and employ a team of career staff (people who work full weeks all year for our members) and student staff to look after the day-to-day operations. They act as advocates to the University, to the city of Norwich and nationally to the Government for the students at UEA. They represent students on a large and diverse set of issues, many of which change year on year. They lead campaigns to create positive change and allow students to shape their educational experience.

In addition to representation, we provide professional support and advice on academic appeals and complaints, university misconduct and housing issues to individual students.

uea(su) provides the majority of extracurricular activity on campus; we support over 60 Sports Clubs and 160 Student Societies. Our commercial services, which are aimed at students but open to anyone, include bars and two entertainment venue.

Access & Participation Coordinator
Job Description

Department: Activities & Communities
Grade: 4
Duration: Fixed Term, until July 2029
Reports to: Head of Activities and Communities
Direct Reports: Volunteers

Purpose of the post

The Access & Participation Coordinator will work to improve access to and participation in student activities and communities for students who may face barriers to engagement, with a particular focus on students from underrepresented groups in higher education. The role will develop and coordinate activity that supports belonging, engagement and student development, using student insight and participation data to identify barriers and measure impact.

The role will lead the delivery and development of the UEA APP-funded buddy(su) project, including supporting student volunteers and matched students, and will provide specialist support to peer support groups. The post will work closely with students, student leaders and colleagues across UEA and uea(su) to develop inclusive opportunities and ensure students can make the most of the wider university experience.

Key Responsibilities

Responsibilities will include, but are not limited to:

Widening Participation

- Advocate for students from underrepresented backgrounds, ensuring their experiences and needs are considered when developing student activities, communities, policies and initiatives.
- Work with UEA's Access & Participation Team and other stakeholders to develop and promote activities and opportunities that support belonging, engagement and participation.
- Identify and understand barriers to participation in student activities and communities, using student feedback, participation data and other sources of information to inform improvements.
- Work within the UEA/uea(su) data sharing agreement to collect, analyse and report on participation demographics and engagement in SU activities.
- Monitor and evaluate the impact of uea(su) activity on access and participation, providing evidence, reports and recommendations to relevant stakeholders.
- Work with student groups, colleagues and UEA teams to identify appropriate funding and resources for access and participation activity.
- Contribute to the development and delivery of the Activities & Communities departmental plan, particularly in relation to access, participation and inclusion.

Buddy(su) Project

- Lead the coordination and delivery of the buddy(su) project, ensuring that the programme meets agreed objectives, milestones, timescales and budget.
- Recruit, train, match and support Buddy volunteers and participating students throughout the programme.

- Support, coach and develop Buddy Volunteers, helping them to build confidence and effectively support participating students.
- Work with students and Buddy Volunteers to enable student-led activities, events and projects that support connection, belonging and participation.
- Monitor participation and evaluate the impact of buddy(su), providing evidence, reports and recommendations to internal and external stakeholders.
- Manage and monitor relevant project funding, ensuring activity is delivered within agreed budgets and funding requirements.
- Work collaboratively with colleagues and external stakeholders to deliver project objectives and ensure effective partnership working.
- Coordinate clear, consistent and targeted communications and marketing for the programme.
- Ensure the programme is delivered to a high standard and meets the expectations of participating students, volunteers, staff and relevant funding bodies.

Activities & Communities

- Act as the main point of contact for peer support groups, building positive relationships and supporting their development.
- Work with student groups to identify and remove barriers to participation in SU activity and support student-led liberation projects.
- Support the development and maintenance of relevant resources for all student groups.
- Support the development and delivery of relevant training and development opportunities for student groups.
- Assist in the organisation and delivery of major Activities & Communities projects, such as Welcome, Societies Fair, Go Global, and other large student or uea(su) events.

General Responsibilities

- Demonstrate commitment to the Students' Union's values and strategic objectives in all aspects of the role.
- Work in accordance with all Union policies, procedures and relevant legislation.
- Attend staff development activities and undertake appropriate training.
- Undertake any other duties reasonably commensurate with the grade and responsibilities of the post.

Access & Participation Coordinator
Person Specification

Essential
Good general standard of education, or equivalent relevant experience.
Experience supporting volunteers, committees, student groups or community organisations.
Experience delivering training, workshops or development opportunities.
Experience planning, coordinating and delivering projects, events or activities.
Excellent organisational skills, with the ability to manage multiple competing priorities and meet deadlines.
Good understanding of the barriers that can affect student participation and engagement, and how these can be addressed through inclusive activities and support.
Strong interpersonal and communication skills, with the ability to build positive relationships with a wide range of stakeholders.
Confidence using a range of digital systems and software to manage information, communications and administration.
Proactive and adaptable, with the ability to work both independently and as part of a team.
Good knowledge of equality, diversity, inclusion and its practical application when supporting and developing student groups.
Enthusiasm for working within a democratic, student-led organisation and supporting students to achieve their goals.
Desirable
Experience working within a Students' Union, Higher Education or membership-based organisation.
Experience using data, feedback or evaluation to assess impact, improve services or inform decision making.
Experience of developing activity or interventions to improve participation or engagement.
Experience of writing and presenting reports to a range of stakeholders.
Knowledge of UEA Students' Union and the opportunities available to student groups.

Version: *November - 2026*

Changes to Job Description:
This job description may be subject to modification or amendment at any time after consultation with the post holder and is not intended to be an exhaustive list of the procedures and tasks carried out by the post holder.

It does however set out the main expectations of the Union in relation to the post holder's duties and responsibilities.

It does not form part of the contract of employment.