ueasu students transforming

uea(su) Access & Participation Coordinator

recruitment pack







www.ueasu.org
Union House, UEA, NR4 7TJ
union.hr@uea.ac.uk
uea_su
/UEA Students Union

a message from our CEO

Thank you for considering to apply for a position at the UEA Students' Union. I am delighted to welcome you to a vibrant and values-driven organisation, keeping students at the heart of what we do.

At UEA Students' Union, we take pride in fostering a culture of creativity, inclusivity, and collaboration. We believe in empowering students who are not just seeking a job but are passionate about making a positive impact on the student experience. Your decision to apply demonstrates your commitment to excellence, and we are thrilled at the prospect of potentially having you as a valuable member of the team.

The Students' Union is more than just a workplace; it is a community that embraces the perspectives that each team member brings along. We are committed to providing a supportive and inclusive environment where your talents will be recognised and your contributions will make a meaningful difference.

Please explore our website and familiarise yourself with the diverse range of initiatives, events, and services we provide to the student body. You will discover that we are not just an organisation; we are a group driven by a shared vision of enhancing the student experience.

Thank you for considering the UEA Students' Union as the next step in your professional journey. We look forward to learning more about you through the application process and hope that this experience will be as rewarding for you as it is for us.

Should you have any questions or require further information, please reach out to our HR Team at union.hr@uea.ac.uk.
Best of luck with your application, and we eagerly anticipate the possibility of welcoming you to our team.

Warm regards

Jumara Stone - She/Her
Chief Executive Officer



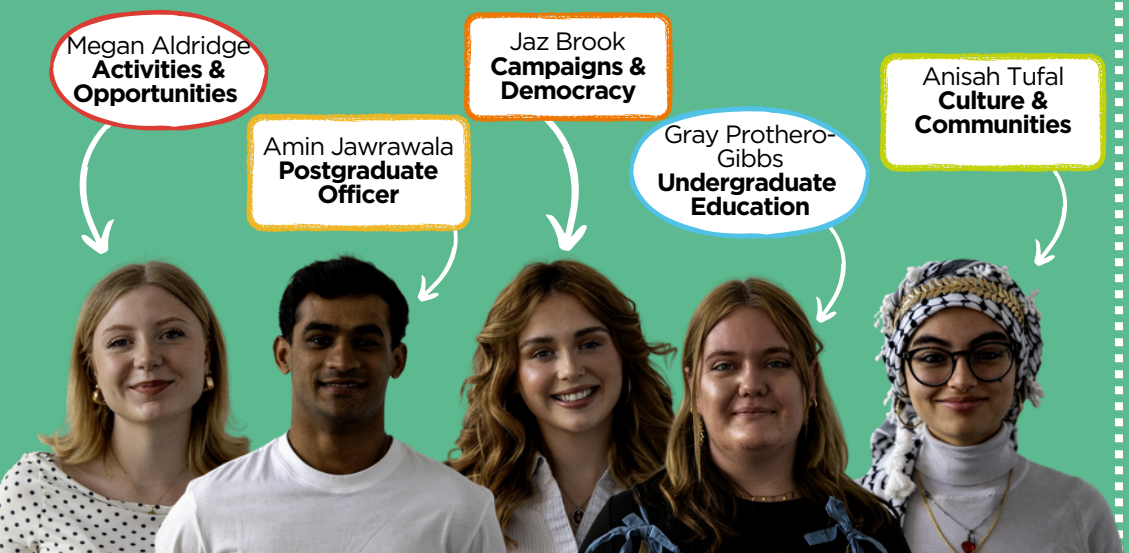
welcome!

Hey there, we are the elected Sabbatical Officer Team. We welcome you to the heartbeat of UEA's student life! Here at the SU, we're all about Students Transforming and we're led by students. Run by students, for student; we evolve yearly to match student needs. Our role is to advocate for students locally and nationally.

We're here for the students every day, providing academic, welfare, and housing support. We have over 60 Sports Clubs and 160 Societies (with more popping up everyday). And what most people don't know is that we are home to the biggest live music venue in East Anglia, the LCR, and we also run the iconic Waterfront Venue in the centre of Norwich.

Our main aim is to enrich campus experience. Join us in shaping a better educational journey, advocating for diverse student issues, and making a real impact. Our crew - student officers, student workers, and our dedicated career staff - are always on deck, working all year-round to make student time at UEA unforgettable. We are all committed to listening and elevating the student experience to new heights.

Jump on board! Join a crew that's not just changing lives but aiming to rock the world, the community, and beyond. To find out more about our Sabbatical Officer Team, please see our website: www.ueasu.org/officers.



our impact

Last year, together we did this...

- 379 course reps and conveners
- Supported 230 societies, with over 5705 members
- Supported over 955 cases - 60% Academic Queries and 25% Housing
- Ran 160 give it a go events
- Over 200 students engaged with our Ready to Rent Campaign
- Celebrated the work of 31 black student artists and musicians with an art exhibition
- Ran 175 live gigs
- Sold 88,000 pints of snakebite
- Recruited 141 Buddy volunteers
- Self-certification extensions are now unlimited and extended from 3 days to 7
- Employed 635 student staff
- Paid £515,169 to student staff
- Offered 15 different types of student roles
- Held 192 student club nights
- Sold 205,135 tickets to events
- Enrolled our venues on 'sociability' - an app that helps disabled people navigate their surroundings
- Lecture recordings are now opt out, instead of opt in



governance structure and student leadership

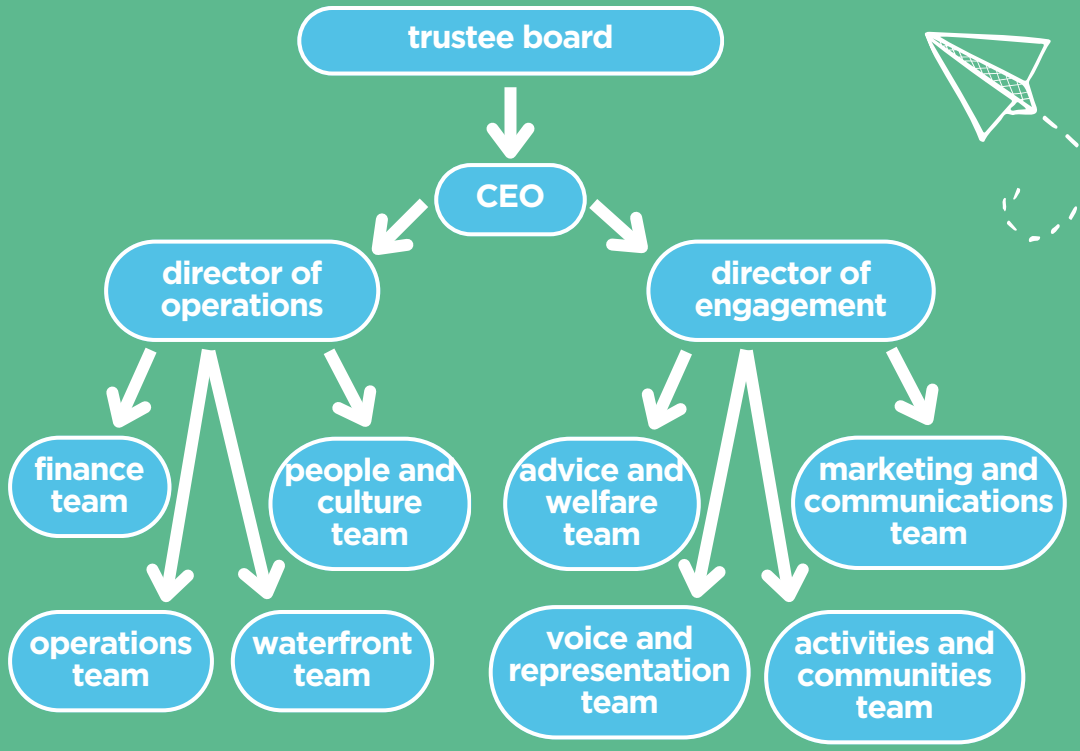




To find out more about how our governance structure operates please visit our website: ueasu.org/union/governance

career staff structure

Check out our backstage magic! Here at the SU, our career staff are the force behind our sabbatical officers, supporting in the delivery of our officers manifestos.



Our career staff team consists of around 65 full and part time employees who work across various different departments, such as HR, Advice and Representation, Marketing, Events, running our external facing Box Office and several more.

These teams work all throughout the year to help give the best student experience possible. To support our career staff teams, we have over 253 student and casual workers assisting in the delivery of day to day operations.

our commitment to equality and diversity



At uea(su), we recognise that diversity amongst our workforce is vital for creativity and innovation. Our aim is to foster an environment where everyone feels truly represented, irrespective of their demographic background. Our vision for equality is clear and underpins every decision we make, we believe that the diversity of our staff and students enriches and strengthens our community.

As a Students' Union and employer, we are dedicated to providing equal opportunities to all our employees and workers whilst being fair and inclusive to all. Our commitment extends to celebrating the unique strengths diversity brings and building a secure environment for both students and staff; free of bullying, harassment, victimisation and unlawful discrimination. We embed inclusive practices within the uea(su) such as equity training and awareness, accessibility and adjustments, anonymised recruitment and many more. Ensuring equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

We therefore particularly encourage applications from candidates who are likely to be underrepresented in the uea(su) workforce.

We would particularly welcome applications from candidates from working class, first generation Higher Education, Black, Asian, or other minority ethnic, and/or underrepresented groups. All appointment decisions will be made on merit following on from the recruitment process.

We understand that achieving true equality has the transformative power to impact both staff, and students' lives both during their time at the uea(su) and beyond. By championing equality through our staff, we empower students to play an active role in shaping their course, their community, and their world.

Be yourself, take pride in the work you do, and build a career in an environment that not only recognises and values uniqueness but stands firmly by the belief that being different is good.

role information

Job Title:	Access & Participation Coordinator
Department:	Activities & Communities
Contract Type:	Fixed term until July 2029, Full-Time or Part-Time
Salary Details:	£28,000 pro rata, per annum
Hours:	Up to 36.25 hours per week
Place of Work:	Union House, University of East Anglia, NR4 7TJ

Purpose:

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.

role information

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.

person specification

Candidates for the job will be assessed in the following ways; E) Essential D) Desirable

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.

person specification

Candidates for the job will be assessed in the following ways; E) Essential D) Desirable

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

what can we offer you?

- Extra time off during Christmas and Easter, and the opportunity to accrue additional leave based on length of service
- Focus on Staff Development, with half a day per month dedicated to continuous professional development
- Paid professional subscription fees relevant to your role (CIPD, CMI, etc.)
- Complimentary access for selected venue events subject to availability and for career staff only
- Onsite Ofsted registered nursery with tax advantages through Salary Sacrifice
- Free eyecare tests for all Display Screen Equipment (DSE) users and seasonal benefits, including flu jabs
- Great campus facilities, including a supermarket, Post Office and various cafes and bars
- Discounted access to exhibitions at the on-site Sainsbury Centre
- Free access to the Sports park with discounted membership
- 24/7 access to the campus library with a vast collection of 800,000 books, journals, and specialist materials.
- Campus buildings set in over 300 acres of green parkland, home to protected species and recognized County Wildlife Sites
- Car Share scheme with benefits like priority parking and a guaranteed get-you-home service
- Discounted annual bus passes and season tickets, with a free park and ride facility just 15 minutes away
- Cycle to work scheme, including a free on-campus bike servicing initiative for those with their own bikes.

HALO HAIR CODE For Workplaces

Mental Health First Aider MHFA England

disability confident EMPLOYER

Happy to talk Flexible Working

MENOPAUSE WORKPLACE PLEDGE

application process

Step One:

Visit: https://www.ueasu.org/union/jobs/ to see our current vacancies.

Step Two:

Complete the online application form in full - see the recruitment guidance for our top tips on deciding if the role is for you and how to apply.

Step Three:

Submit your application by the closing date.

Need an adjustment during your application or interview? Reach out to our HR team at union.hr@uea.ac.uk. We've got your back!



next steps

Key dates

Closing date: Wednesday 09 December 2026 at 11am

Interview: Thursday 17 December 2026

For an informal and confidential chat about the role please reach out to:

Recruiting Manager:
Richard Graham
Head of Activities and Communities
Email: Richard.Graham@uea.ac.uk

Contact Number: 01603 593272
Please note all calls will be directed to our Welcome Desk initially