

JOB DESCRIPTION

Job title:	Community & Equity Coordinator
Location:	4 Worcester Street, Oxford. We expect staff to be on site 60% of the week and up to 100% during term time
Working hours:	37.5 hours per week
Contract:	Full-time, fixed-term for 1 year, with possibility for extension
Salary:	£31,637

Oxford SU

In July 2026, Oxford SU will launch our new 3-year strategic plan, with two of our strategic themes focusing on equity of experience and community. This role contributes directly to our aim that students from all backgrounds feel represented, empowered and able to meaningfully engage with the Students' Union and wider university life.

We are introducing this new role to strengthen support for representative democratic structures connected to equity, diversity and inclusion (EDI), improve engagement across communities, clubs and societies, and ensure student leaders are equipped to advocate effectively for their peers. The role will coordinate our Part-time Officers (PTOs), including seven Equity Officers and four Community Officers, and work closely with other elected student leaders, representatives, student groups, and staff colleagues. The postholder will help improve student participation, strengthen community organising, and support the delivery of institutional access and participation priorities.

We're looking for a creative and driven staff member to continue improving our representation and support for marginalised student groups across the university. You'll work with talented, elected student leaders and volunteers to make sure our systems work well for students and identify areas for development. We're looking for someone with experience of working within democratic structures who comes with strong relationship building and organising skills.

Oxford SU is a student-led organisation. You'll be working with exceptional staff and elected leaders and student volunteers across a wide range of projects - balancing your experience and expertise with active student representation and input. We work in a high-support, high-challenge environment - we are a small and relatively flat staff team which means our staff use their initiative and work together as a high performing team.

Job Purpose

The overall purpose of this role is:

- To improve belonging, participation and representation among underrepresented and marginalised students at Oxford SU.
- To coordinate and continuously improve Oxford SU's support for equity, diversity and inclusion (EDI) representative structures, enabling student leaders and communities to engage meaningfully and sustainably with the University.

- To support the review and delivery of the Part-time Officers (PTOs) model to effectively contribute to SU democratic structures, including increasing engagement with motions, campaigns and representative activity.
- To support the development and delivery of PTO projects and representative activity which increase student involvement in community and representative structures.
- To work with elected officers, student representatives, student groups and institutional stakeholders to support equitable student involvement and contribute to priorities relating to access, participation and student experience, namely the Access and Participation Plan and Graduate Access Strategy.
- To provide additional capacity within the Student Engagement Team, supporting the delivery of democratic, representative and engagement priorities.

Responsibilities

To ensure that Oxford SU remains an engaged, democratic and inclusive students' union.

- To support Part-time Officers (PTOs), Representative Committees (RepComs) and other student representatives to engage effectively with SU governance, democratic processes and representative activity.
- To support the development of representative structures and practices which ensure marginalised students can meaningfully influence decision-making.
- To develop and deliver student-facing guidance, training, resources and support which strengthen effective representation, inclusive leadership and student engagement.
- To coordinate representative and community spaces for a diverse range of students.
- To work with colleagues, elected officers and student leaders to identify and address barriers to participation and engagement.
- To maintain accurate records, databases and stakeholder information to support representative and community networks.
- To provide administrative and operational support for relevant meetings and projects.
- To provide operational support to the Oxford SU Elections.
- To work with colleagues to deliver accessible communications.
- To gather, analyse and use student insight, feedback and engagement data to inform priorities, evaluate impact and support continuous improvement.

To strengthen community engagement and equitable participation across student groups and activities.

- To support student groups, representatives and community leaders in developing equitable, accessible and inclusive practices, activities and opportunities.
- To encourage collaboration between clubs and societies, Common Rooms and community networks to strengthen participation and belonging.
- To identify and support initiatives which increase community visibility and engagement.
- To identify gaps in support or involvement and develop proposals to address them.

To support the delivery of institutional access, participation and student experience priorities.

- To support student representatives to contribute to institutional and Students' Union priorities relating to access, participation, belonging and student engagement.
- To work collaboratively with university departments and other stakeholders on projects which enhance the student experience and strengthen student belonging.
- To support the collection and analysis of evidence and feedback to demonstrate impact and inform future work.

Working with elected Officers of the Students' Union to support effective representation and community engagement.

- To work closely with elected officers and student representatives to coordinate representative priorities on equity and community areas inclusive of fundraising activities, societies, sports and environmental sustainability.
- To support elected officers and representatives in gathering student feedback and ensuring student voices inform decision-making.

General Duties & Responsibilities

- Promote the mission and values of Oxford SU through interactions with internal and external stakeholders, ensuring productive working relationships.
- Adhere to Oxford SU's Equality and Diversity Policy and demonstrate commitment to its progression
- Comply at all times with Oxford SU's policies and organisational values.
- Attend meetings and training events as required.
- Have a flexible approach to duties and work, in particular, adopt a teamwork style across the departments and activities of Oxford SU.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested after appropriate consultation and joint agreement.

A typical day in the role could look like:

9:00am-9:30am	Arrive at the office and review the Disabled Students' Officer briefing on proposed changes to examination timetables.
9:30am-10:00am	Meet with the Common Rooms Coordinator to discuss the onboarding of newly elected Common Room committees, ensuring equitable practice and Students' Union representative structures are embedded throughout the process.
10:00am-11:30am	Draft consultation questions and review feedback from the previous Class RepCom to inform a motion on bursary provision.
11:30am-12:30pm	Deliver an in-person training session for student event stewards at the Students' Union on event accessibility and inclusive practice.
12:30pm-1:00pm	Lunch break - maybe grab something from the covered market or one of Oxford's many sandwich shops!

1:00pm-2:00pm	Contact faith-based societies regarding an upcoming University-led forum on racial and religious inclusion, helping to ensure participation is diverse and representative.
2:00pm-3:00pm	Review and update induction materials relating to the Access and Participation Plan (APP), incorporating feedback from Part-time Officers and ensuring content is clear, accessible and engaging.
3:00pm-3:30pm	Hold your fortnightly one-to-one with the International Students' Officer to develop a Michaelmas Term project plan focused on raising awareness of, and signposting students to, community spaces and support networks.
3:30pm-4:30pm	Review emerging PTO project plans and prepare recommendations for discussion with the Student Engagement Manager.
4:30pm-5:00pm	Review the Student Engagement inbox and ensure all relevant enquiries have been responded to or appropriately actioned.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Evidence of relevant training or professional development in areas such as intersectionality, EDI, or accessibility 	<ul style="list-style-type: none"> Evidence of relevant training or professional development in areas such as democratic processes, event management, or stakeholder engagement
Experience	<ul style="list-style-type: none"> Experience of applying inclusive and accessible practice in work with students, volunteers or communities. Experience of delivering training Event coordination and management Experience of working with others to support the delivery of project and impactful outcomes 	<ul style="list-style-type: none"> Experience of delivering democratic processes with a similar membership organization Experience of working with elected officers Experience of working with a CRM or website development Lived experience of studying or working at Oxford University
Skills, Knowledge & Expertise	<ul style="list-style-type: none"> Strong analytical skills with the ability to understand and navigate complex structures Ability to build relationships with stakeholders at different levels. Strong negotiation, partnership building, and networking skills. Project planning and coordination skills Policy analysis & development skills Report writing skills Excellent communication, writing, and presentation skills. 	<ul style="list-style-type: none"> An understanding of the roles and boundaries of non-political staff members in political organisations An understanding of developing constitutions and governing documents An understanding of the UK higher education sector Knowledge of the complex collegiate system, particularly at Oxford.

Values & Behaviours	<ul style="list-style-type: none">• Passionate about supporting and enhancing the student experience• Demonstrates creativity and innovation• Collaborative and team-oriented, fostering a positive and inclusive work environment• High-support, high-challenge approach to working as part of a team	<ul style="list-style-type: none">• Politically astute and comfortable navigating complex power dynamics whilst remaining neutral
Date Completed:	June 2026	