

Job title	Black Success Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Equality, Diversity and Inclusion Team, Student and Campus Life	Location	University Park Campus

Purpose of role

This role will provide oversight and management of the University's portfolio of activities that aim to empower, support and enhance the university experience Black students during their time at the University. This will bring together existing activities including self-development courses, alumni mentoring with students (Black Industry Connections and Empowerment programme, BICEP) and student groups/networks (for example, our Black Sport Collective (BSC)) under a single umbrella programme.

The programme aims to empower Black students to become effective leaders, self-advocates, and inspiring change agents within their university community and beyond. We aim to empower Black students, improve awareness of support services as well as support the formation of meaningful connections and relationships with mentors and peers.

This role will be instrumental in ensuring that activities hosted provide a platform for Black students to develop their leadership, strengthen professional skills, create a greater sense of belonging to the University, and enhance their social experience and well-being. This role will facilitate, design and organise inclusive spaces where Black students can come together to discuss shared experiences, challenges, and aspirations.

This activity is an explicit and critical commitment in our Access and Participation Plan (APP) which intends to improve the experience and address the differential outcomes of different ethnicities, focusing on Black students.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Programme Management	50

	<ul style="list-style-type: none"> • Co-ordinate, deliver and evaluate the University's new Black student support programme, including recruiting students to participate, and raising awareness, trust, connections and belonging with the Black student community. • Work in collaboration with key stakeholders, both within the University and local community, to ensure a holistic approach to enhance the experience of Black Students • Develop effective working relationships with the relevant University departments, across the University of Nottingham campus network, including but not limited to Student and Campus Life, UoN Sport, Student Wellbeing, Campaign and Alumni Relations Office, Students' Union, and Faculties/Schools to support the delivery of the black student support programme. • Through effective communication, manage the network of students enrolled in the programme with active engagement • Identify and promote other relevant opportunities to students involved in the programme. • Plan, develop and deliver a programme of agreed activities for participants of the programme including BICEP (Black Industry Connections and Empowerment Programme), specialist personal development sessions and the Black Sports Collective (BSC). <ul style="list-style-type: none"> ◦ BICEP: Working with colleagues in Alumni volunteering to manage a successful Alumni/Student mentoring programme including matching mentees with suitable mentors, providing guidance to mentees and scheduling sessions ◦ Coordinate the delivery and evaluation of a series of personal development sessions for students enrolled in the programme, collaborating with relevant colleagues and external providers where appropriate. ◦ BSC: Collaborating with colleagues in UoN Sport, supporting the development of the Black Sport Collective including building the network, promoting events, and providing guidance to the BSC workforce. 	
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	<ul style="list-style-type: none"> • Deliver the activities in a financially sustainable way and within budget. • Ensure effective signposting to relevant support services within the University and beyond. 	
2	Marketing <ul style="list-style-type: none"> • Lead the marketing and promotion of the programme to ensure maximum awareness and uptake among the Black student community. • Represent the University, specifically the programme, on relevant groups, both internally and externally in a positive manner. • Support with the development of relevant webpage content and contribute context and content for newsletters, case studies, blogs, and social media, aligning to the University's wider campaigns and programme of events. 	20
3	Evaluation <ul style="list-style-type: none"> • Be responsible for the evaluation of the programme and each of the projects including (but not limited to): <ul style="list-style-type: none"> - Monitoring progress against the Theory of Change - Monitoring attendance and engagement at events - Designing and distributing questionnaires - Designing and hosting focus groups - Tracking engagement and attainment data - Collating data to report on impact • Collaborating with relevant colleagues where necessary to analyse data and review impact and the implementation, • Collecting and effectively responding to feedback • Drafting an annual report detailing the impact of the programme. • Reporting and presenting to University Committees where needed. • Sharing experiences and findings with internal and external colleagues, where appropriate. 	20
4	Other	10

	<ul style="list-style-type: none">• Identify and recommend changes to the programme and contribute to their implementation to deliver benefits and improvements.• Other comparable duties, at the request of your line manager and/or department director.	
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Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Ability to plan and prioritise work and to manage complex and competing demands and activities whilst meeting strict deadlines. ▪ Written and verbal communication skills, including report writing and presentation skills, and the ability to communicate messages to diverse groups, including students. ▪ Marketing and promotion skills to engage students, creating relevant, authentic, and interactive content across platforms that resonate with their interests, speak their language, and offer clear value. ▪ Relationship-building skills, working effectively with others, drawing on a diverse range of people, particularly with skills in engaging students. ▪ Able to influence and negotiate with partners and colleagues at all levels. ▪ Using Microsoft Office software, for example, Word to draft long documents, PowerPoint to develop engaging slide decks, Excel to filter and sort data and Outlook to manage a shared inbox. ▪ Proven analytical and problem-solving capability with an ability to 	<ul style="list-style-type: none"> ▪ Evidence of customer service skills – specifically with students, providing support to students to ensure satisfaction and success, resolving issues, and build belonging. ▪ Ability to effectively use evaluation skills, using systematic assessment and analysis skills to inform judgments and decisions. ▪ Ability to manage a budget including planning and monitoring expenses to achieve financial goals.

	<p>quickly find opportunities, be creative and turn them into positive outcomes through clear explanations of complex ideas, methods, and concepts.</p>	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Knowledge, experience, and interest in event management, specifically engaging student groups. ▪ Knowledge and experience in the delivery of projects or change management initiatives, tools or techniques ▪ Knowledge, experience, and interest in equality, diversity, and inclusion, including specialised and in-depth knowledge in student equity for our Black students. 	<ul style="list-style-type: none"> ▪ Knowledge and experience of using Theory of Change to assess and evaluate interventions. ▪ Experience in interpreting data and analyzing results to inform evidence-based actions. ▪ Relevant work experience in Widening Participation, Access and Participation Plan or related role(s). ▪ Experience in reviewing and mitigating risks, benefits & outcomes. ▪ Confidence and experience handling confidential and sensitive discussions, information and data.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Level 3 educational qualifications (such as Access to HE, BTEC or A-levels) or equivalent qualification OR relevant experience. ▪ Evidence and commitment to continuing professional development. 	<ul style="list-style-type: none"> ▪ Degree level or equivalent qualification OR relevant experience in a similar role. ▪ Professional qualification in project and/or change management, for example, PRINCE2, Association of Project Management (APM) qualification, Lean Six Sigma.

Statutory/legal and Special Requirements	<ul style="list-style-type: none"> ▪ The ability and flexibility to occasionally work weekends and evenings, to effectively engage students during key periods (for example, arrival and welcome). 	<ul style="list-style-type: none"> ▪ Knowledge of equality legislation, policy & practice as it impacts students.
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Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Acts when required, being mindful of important aspects such as H&S, EDI and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.