**Appointment of a Development Coordinator**

**For the**

**Student Engagement, Belonging, and Wellbeing Project**

**With**

**National Student Engagement Programme (NStEP) & HEA Healthy Campus**

The partners supporting the NStEP programme now seek applications for the post of **Development Coordinator for the Student Engagement, Belonging and Wellbeing Project** on a 18-month fixed-term contract. The successful candidate will support the development of a new collaborative project between NStEP and HEA Healthy Campus, to explore student wellbeing through the lens of student engagement. This is an exciting opportunity to drive change and create collaboration between students and staff in higher education.

# ABOUT NStEP

The National Student Engagement Programme (NStEP) was launched in 2016 to develop a national vision for enhancing and embedding student engagement within higher education. NStEP is a joint initiative of the Union of Students of Ireland (USI), the Higher Education Authority (HEA), and Quality and Qualifications Ireland (QQI). NStEP develops and supports student engagement in decision-making in Irish Higher Education Institutions (HEIs), underpinned by the principle of “student as partner” with involvement in NStEP requiring a partnership between staff in HEIs and student representatives.

To date, this national programme has brought together staff and students within their own contexts, with the aim of fostering a culture of meaningful engagement. NStEP provides space for collaboration and capacity building, for sharing ideas, and for creating best practice to elevate the student voice and to implement student/staff partnerships. This work is supported by the NStEP Steps to Partnership framework for authentic student engagement in decision-making, published in 2021.

The value and impact of NStEP has been evident through institutional engagement with CINNTE institutional quality reviews, developing strategic plans, and evolving partnership at different levels of institutional decision making.

The national partnership of the HEA, QQI, and the USI aims to champion student partnership at the strategic level and embed meaningful student engagement in future sectoral developments.NStEP has given a platform for partnership between staff and students and for collaborations between institutions, students’ unions and national agencies to enhance the student experience. It offers:

* High quality training to students through the development and implementation of a highly successful programme of Student Representative Training for undergraduate and postgraduate students. This empowers them to engage and support institutions to develop their processes of listening and responding to the student voice, recognising that students need to be supported to engage in decision making, feedback and strategy development.
* Institutional analysis and support to enable institutions to progress a culture of meaningful engagement. NStEP facilitates institutional analysis workshops in which senior leaders, staff, and students of Irish HEIs have come together to examine student engagement practice and experiences within their setting.
* Identification and sharing of best practice approaches across a range of activities. Since its launch, the NStEP participants have come together to examine significant thematic areas, and projects relevant to student partnership. The NStEP network, launched in 2017, provides a space for best practice approaches to be explored and shared.

The current NStEP Strategy sets out three core strategic objectives:

* Strengthening the value of student engagement nationally
* Developing the leadership capabilities of students in Irish higher education
* Supporting staff and students across the sector to foster a culture of partnership

The strategy aims to build upon the work carried out to date, push the boundaries of our understanding of student partnership, and ensure impact is both achieved and communicated. NStEP is entering an exciting new phase of development, with its next Strategy due to be launched in May 2022.

To find out more about NStEP and the Student Training Programme, visit **studentengagement.ie**

**Higher Education Authority (HEA) Healthy Campus Charter and Framework**

The HEA leads the strategic development of the Irish higher education and research system with the objective of creating a coherent system of diverse institutions with distinct missions, which is responsive to the social, cultural and economic development of Ireland and its people and supports the achievement of national objectives.

The Healthy Campus Charter and Framework was cocreated, through a consultative process, by Higher Education Institutions, the Department of Health, and the HSE. In 2022 the Framework was officially transferred to the Higher Education Authority, supported by Healthy Ireland.

The Framework offers guidelines to third-level institutions to build on existing health and wellbeing actions and assists with the integration of health and wellbeing into decisions surrounding teaching and learning. It also assists in identifying opportunities in the college environment, whether social or academic, that can help foster an ethos of care, compassion and inclusion on campuses.

**What is Healthy Campus?**

*‘A Healthy Campus adopts a holistic understanding of health, takes a whole campus approach and aspires to create a learning environment and organisational culture that enhances the health and wellbeing of its community and enables people to achieve their full potential.’*

**Healthy Campus Framework Aims**

1. To create a shared understanding of a Healthy Campus to guide and inspire action by Higher Education Institutions.

2. To support and recognise the work of Higher Education Institutions in improving the health and wellbeing of campus communities.

3. To generate and disseminate knowledge for promoting health and wellbeing in Higher Education Institutions.

About the new project

NStEP, and the HEA, supported by the Department of Health, seek to explore the impact of student engagement within the teaching and learning environment on student wellbeing and belonging. The project seeks to explore and align the national *Healthy Campus Framework* with other existing frameworks, including the NStEP *Steps to Partnership* framework for authentic student engagement in decision-making. Student engagement in decision-making, students’ sense of belonging within higher education, and improving student wellbeing within the teaching and learning environment are widely accepted as linked. These links are under-explored currently, with the return to campus post-pandemic a key time to reflect on the potential to enhance practices within teaching and learning. The project aims to explore student-staff partnership models primarily at the programme/course level, identifying ways in which responsive and proactive engagement can support a student sense of belonging within their learning environment, student wellbeing, and positive mental health. The resources that the project aims to produce will be developed to promote good practice examples for teaching and learning, institutional governance and management, and quality assurance purposes, highlighting the key relationship between staff who teach and student representatives.

Key project deliverables may include:

* To bring together staff who teach, institutional leaders, and student representatives to explore the impact of learning and the learning environment on wellbeing
* To model good practice in student partnership within programme/course decision-making, with specific consideration of students’ sense of belonging and wellbeing in their learning environment.
* To identify ways in which student engagement in decision-making, or lack of, impacts students’ sense of belonging and wellbeing.
* To produce innovative resources aimed at supporting (in particular) programme teams, academic staff, institutional leaders, and student representatives to better understand and model authentic student engagement in decision-making and student-staff partnerships.
* To produce a national report and sectoral resources to affect positive change in the teaching and learning environment, created from a clear evidence-base and achieved through collaboration.

The NStEP Steering Committee is now seeking a Development Coordinator to support the Programme Manager in the development and roll-out of the new project.

The successful applicant will be employed by the Union of Students in Ireland, reporting directly to the Programme Manager and ultimately to the NStEP Steering Committee (the USI, the HEA, and QQI), There will be a strong partnership with the HEA National Healthy Campus Coordinator in the delivery of the project. The Development Coordinator will work to develop and implement the project plan of work, build a network of engaged staff and student partners in the project, to identify and develop resources for key audiences to ensure the project is collaborative and participative, create dynamics communications, and to support the Programme Manager in day-to-day operations.

There will be a need for the successful candidate to travel regularly within Ireland for meetings, updates and institutional visits, and some international travel may also be required from time to time. During key periods there may also be some requirement to work outside of normal working hours.

# The Role

The Development Coordinator will provide key support to the Programme Manager in the following areas:

## Project Development and Implementation

* Setting project goals and deliverables, aligned to the needs of project partners, students, and staff from across the higher education sector
* Identifying institutional staff professional development needs or initiatives and student training opportunities
* Creation of training and support materials for key audiences, including the use of digital platforms and digital tools to support student and staff learning.
* Managing and administering project deliverables, reporting to project partners, and producing materials to support the Programme Manager.
* Development and facilitation of workshops and events to support students and staff to collaborate on relevant issues in higher education.

## Research and Policy Development

* Gather evidence, develop surveys or questionnaires, hold focus groups, and analyse available data to inform project deliverables and outcomes.
* Researching institutional, national, and international developments in student engagement, belonging, and wellbeing in higher education
* Developing written resources and guidance materials to support students and staff across the sector to implement the aims of the programme

## Communications and Stakeholder Engagement

* Working with the Programme Manager to create and implement project communications plans
* Maintaining strong supportive and collaborative relationships with key stakeholders and project partners
* Compiling reports and communications for a variety of audiences across Irish higher education
* Supporting and building relationships with key partners and stakeholders to ensure clear and positive communication and a drive towards mutual goals

# The Person

Essential requirements:

* A qualification at NFQ level 7
* Demonstrable administrative and organisational skills
* Ability to carry out quantitative and qualitative research
* Experience of developing resources, workshops and/or training materials, with the ability to adapt to different settings and audiences
* Good written and spoken communication skills, with an ability to communicate key messages to a variety of audiences across multiple mediums
* The capability to build collaborative relationships with higher education stakeholders, including students, student leaders, academic staff, volunteers, and professional staff
* The capability to process diverse sources of information and to write succinct, informative, and instructive reports/guidelines
* Fluency in communications tools and techniques including design and delivery of presentations, public speaking, and report writing

Desirable criteria:

* An understanding of Irish higher education and relevant policy initiatives, including working with students and staff across a range of roles and responsibilities
* Experience in some or all of the areas for development in the outlined project, including student engagement, student wellbeing, and teaching and learning

The position involves hybrid working, with the successful candidate expected to work from USI Headquarters on average 1 day per week. Exact working arrangements are negotiable and will be flexible to the needs of the successful candidate.

The salary for this position is €37,500 per annum.

The position is for a period of 18-months fixed term. The role may be extended dependent on funding and performance.

Please send a completed job application form to Hannah Kelly either via email nstep@usi.ie or by post to: Hannah Kelly, National Student Engagement Programme, Union of Students in Ireland,12 Shamrock Villas, Harold’s Cross, Dublin, D6W XH75.

Please include **Healthy Campus Development Coordinator** in the subject line.

**Deadline for receipt of applications is Friday 12th April.**

Interviews for the position will be held the week of 1st May. It is envisaged that interviews will take place in-person.