STAR Student Network Manager Role Description

Job title: Student Network Manager
Reports to: Chief Executive
Hours: Full time (35 hrs per week)
Salary: £32,550 per annum + 7% contributory pension
Annual leave: 28 days plus bank holidays
Contract: Permanent
Location: STAR national office, London N7. Option for hybrid working

About us

Student Action for Refugees is the national student movement building a society where refugees are welcomed and can thrive, as equal members of the community.

People arriving in the UK face many challenges in both claiming their right to asylum and building new lives. Challenges that result from a hostile policy environment, negative public attitudes, unhelpful media narrative and a lack of access to services. Our network of STAR student societies and activists is creating a more understanding, just and welcoming society - today and in the future by; campaigning for policy change; providing practical support and connecting communities through volunteering; improving access to university; sharing information about asylum and the lived experience of refugees to shift narratives.

In 2022/23, our network of STAR student groups spanned 39 universities and were run by 213 student leaders. We supported 741 refugees and people seeking asylum in 30 community projects and hosted 345 events to train & inform people about asylum and refugees. Together we:

- Campaigned for the right to work for asylum seekers, an end to immigration detention, improved refugee family reunion rights and improved access to university and more.
- Volunteered in partnership with 21 local charities recruiting 323 STAR student volunteers for 30 projects supporting 741 refugees – providing academic support for children, English conversation clubs, drop-in centres, IT workshops, gardening projects, sports clubs, fun community events and more.
- Organised events, providing a platform for experts by experience, academics, activists and organisations, to inform about asylum and the experiences of refugees.
- Supported universities with scholarship development, 289 activists to campaign for Equal Access at their institutions, and we provided information and advice to prospective students and university staff.

The role

Do you have what it takes to engage, inspire and mobilise students to take action to welcome refugees to the UK?

We are looking for an individual who is passionate about creating a culture of welcome in the UK for refugees to join our small staff team. You believe in the power of young people and students as changemakers and will have a strong background in organising, volunteer coordination and project management.

You will report to the Chief Executive and have overall oversight of the STAR Student Network. You will be responsible for coordinating and implementing our movement building work while keeping the needs and voices of people seeking sanctuary at the heart of decision making and action. Your role will be to empower students in universities across the UK to achieve positive change by giving them the skills and support they need to lead impactful groups, organise engaging events & deliver practical & well-run volunteering projects in partnership with local charities and organisations.

Job description:

Main responsibilities:

1. Manage and develop the STAR student movement.
- Line manage the Student Network team (Student Network Organiser and Volunteer Coordinator), volunteers and other staff as agreed
- Support the development and running of STAR groups
- Empower STAR leaders to meaningfully engage in decision making
- Deliver high quality events, training, resources and 1:1 support to develop the knowledge, leadership, volunteering, fundraising and activism skills of our members
- Deliver engaging membership communications
- Empower STAR groups to deliver impactful events & activities
- Foster and develop strong partnerships with individuals and organisations who can provide exciting and engaging activities and resources to educate & shift narratives
- Work with the Campaigns and Advocacy Manager on the development of campaigns and campaign actions for the student network

2. Oversee and support volunteering activities of the STAR network & national team
- Oversee the development of STAR volunteering projects, identifying opportunities and building relationships with quality volunteering partner organisations like local charities or councils
- Ensure collection of monitoring and evaluation data for STAR group volunteering projects
- Ensure that excellent relationships are maintained with volunteering partner organisations and STAR leaders and manage any issues which arise.
- Ensure STAR groups are provided with expert advice, guidance and training on volunteering and safeguarding
- Ensure that all volunteering activities are safe, well run, and in the best interests of refugees

3. Monitoring and reporting
- Devise and deliver comprehensive monitoring and data collection on the activities and outcomes of STAR group activities
- Train & support STAR leaders to evaluate and report on their activities
- Produce reports for evaluations and funders

4. Support the running of the STAR charity
- Support the Chief Executive to develop projects, produce funding applications & report to funders
- Work with the Chief Executive to evaluate the work of the student network and support strategy development
- Be responsible for STAR's organisational volunteering and safeguarding policies and procedures
- Create content for website, newsletters & social media channels

5. Other responsibilities

- Ensure all STAR student network activities are led by the needs of people seeking sanctuary in the UK
- Work occasionally during evening and weekends with travel and overnight stays as required
- Undertake other tasks directed by STAR as relevant and commensurate with the post

Person specification

Essential
1. Understanding of and commitment to STAR's aims and values
2. Experience of working with people seeking asylum & refugees and an understanding of the current issues affecting people seeking asylum & refugees in the UK
3. Experience of supporting community/youth organising and of involving members or young people in decision making
4. Proven ability to develop and deliver inspiring events and trainings
5. Excellent understanding of university life, student unions and student societies
6. At least 2 years' experience of volunteer coordination
7. Experience of managing staff
8. Excellent knowledge of safeguarding policy and practice
9. Excellent communication skills – written, verbal and digital
10. Excellent ICT skills and experience of setting up and maintaining effective record keeping systems
11. Proven relationship building & partnership working skills and experience
12. Ability to think strategically, take decisions and evaluate results
13. Ability to work effectively as part of a busy small team and be flexible to change
14. Ability to work occasional evenings and weekends by prior arrangement and to travel within the UK

Desirable
1. Experience of leading a STAR group or similar
2. Experience of supporting the development and delivery of youth or student led volunteering projects
3. Experience of teaching ESOL or managing mentoring projects
4. Experience of successful trust & grant fundraising

STAR is committed to operating as an equal opportunities organisation. We particularly welcome and encourage applications from people with refugee backgrounds.

If you have any questions or would like to arrange an informal chat about the role, please get in touch with Emily Crowley at emily@star-network.org.uk or on 0207 697 4131

How to apply:
- The STAR application form and equality and diversity monitoring form can be downloaded at www.star-network.org.uk/index.php/about/job_opportunities
- Please fill out both the STAR application form and the equality and diversity monitoring form and return them to **recruitment@star-network.org.uk**
- The closing date for applications is Wednesday 29th November at midday (12pm)
- Interviews will be held online on the week of 4th December