

STEM Grand Challenge Student Co-Creation Officer (CCO) ☆

Description

Details

Role

We are looking to recruit students to become Co-Creators for the STEM Grand Challenge Programme. Growth in STEM research and teaching is a key priority in the University Strategy 'Excellence with Purpose' to 2030. To deliver that goal, the STEM Grand Challenge has been established to consider how best to grow and strengthen our existing world-class STEM research and education activities, and to consider the key enablers of innovation and scientific discovery in a changing world.

Acting as an umbrella programme, the STEM Grand Challenge has several elements including the design and development of new research and teaching spaces for the Departments of Chemistry, Engineering and Physics, whose buildings are rapidly coming to the end of their useful life. New interdisciplinary STEM teaching facilities and buildings are a key part of the plans.

To cement student engagement across our projects, we are looking for Co-Creation Officers to work in our team. Your contributions will be in several areas, for example, engaging and leading discussions with other students, carrying out training for students, and attending meetings with the wider project team to influence decisions. Your role will advise the Programme team on how to effectively engage students to support their projects.

This opportunity enables you to gain a better understanding of how change projects are delivered on an institutional level, how decisions are made and how processes and policies are implemented across the University. There will be many opportunities to work with senior colleagues, other students, with departments, and external businesses. This will provide you with insight into the wider University and also strengthen and develop key personal and professional skills.

Your contribution throughout the process will be exceptionally valued by the wider team and is a central component for delivering a meaningful and impactful change.

To apply, please submit your CV and a one-page covering letter, addressing:

1. **why you have applied for the role**
2. **similar experience you may have**
3. **what you will contribute as a Co-Creation Officer**

If you have any access requirements, please make these known in the application process.

Duties and responsibilities

As a Student Co-Creation Officer, you will be invited to develop and contribute to a range of activities across the STEM GC programme.

There will be a requirement for campus-based working as required by the team.

Reference

1070235

Branch

University of Warwick

Start date

01/11/2023

Duration

6 Months

Hours and days

10 hours per week

Dress code

Smart Casual

Pay

Rate of pay

£13.24

Holiday rate

£1.60

Your duties and responsibilities will likely include the following:

- Provide a student perspective across projects.
- Make recommendations for project teams on how to best represent the interest of the student body.
- Act as a champion for the STEM GC Programme across FoSEM, the wider university and other externally based communities (business and public).
- Carry out information gathering activities where required and requested by the project teams.
- Organise and lead student engagement activities, such as workshops and focus groups.
- Draft, create and distribute student surveys as and when required by the project teams.
- Ad-hoc project admin tasks, including data analysis, supporting with website maintenance and drafting student-facing communications.
- Attend meetings with key stakeholders and influence decision-making.
- Other tasks based on requirements of project teams and the wider Department.

You may have the opportunity to work on a personal development task to showcase the skills and experience you gain as part of this role, through producing, for example, a reflective portfolio.

Skills and experience

Essential Criteria:

- Current student at the University of Warwick enrolled in a Faculty of SEM degree (undergraduate, PGR, PGT students; full-time or part-time).
- Able to commit to and legally allowed to work in the UK for up to 10 hours a week.
- Able to commit to 6 months initially and may be required to work outside term time.
- Able to work on campus as required by the programme, alongside some remote working as appropriate.
- A creative approach to identifying opportunities for meaningful student engagement, and a commitment to seeing those opportunities through to completion.
- Ability to work collaboratively and effectively as part of a team.
- Strong IT skills and good understanding of the Microsoft suite.
- Strong time management and organisational skills.
- Strong communication skills.
- Comfortable managing workload independently.

Desirable criteria:

- Previous experience with student engagement activities.
- Previous experience working with stakeholders across the University.
- Ability to engage with stakeholders with tact and diplomacy.

Location

UK Home Working and on Campus

Additional information

- The advert closing date is 20/10/2023, however may close earlier if there are a high number of applications.
- Interview date: TBC.

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