



St George's School of Health and Medical Sciences
City St George's, University of London
Centre for Innovation and Development of Education
Inclusive Education and Events Officer

Ref: 525-25

JOB DESCRIPTION

Post Title	Inclusive Education and Events Officer
Grade	4
Contract type	Fixed term until 31 July 2025
Responsible to	Lecturer in Inclusive Education
Accountable to	Head of Centre for Innovation and Development in Education (CIDE)
Responsible for	N/A
Liases with	CIDE Administration Manager and Student Partnerships Officer

Overall purpose of job

The role is designed the role is designed to provide student insights in the field of inclusive education, helping to build a more equitable and supportive learning environment for all students.

Main Duties and Responsibilities

- Manage the effective, and efficient organisation and administration of the Inclusive Education Forum and contribute to the organisation and administration of other inclusive education events.
- Provide general administrative support for CIDE events.
- Design and implement ways of integrating student voice into inclusive education by organising social events (Library Social Space, Public



Engagement Space etc), supporting Student Advisor projects, and linking in with the Students' Union and Student Societies on upcoming CIDE events

- Embed ways of working with alumni body to support inclusive practice (e.g. disabled ambassador alumni, neurodiversity ambassador alumni)
- Communicate progress, news and updates on inclusive education in innovative and engaging ways through [inclusive education blog](#).
- Develop and lead focus groups and interviews with students
- Be responsible for web-based resources for the [Inclusive Education Toolkit](#); for example, Case Studies, podcast interviews and reusable learning tools that support staff and students to develop understanding of inclusive education and how to practice it.
- Develop new accessible ways to map progress in inclusive education at course and institutional level including the new City St George's wider landscape.
- Offer practical support and insight to the successful running of the Student Advisor scheme, as needed
- Design and produce promotional materials such as flyers, digital screens, and posters

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to [the San Francisco Declaration on Research Assessment \(DORA\) principles](#).

Nature and Scope of Job

This is an opportunity for a candidate to gain practical experience, develop skills, and make a real difference in the field of education.

In this role, you'll work closely with educators and student advisors on a variety of projects aimed at enhancing inclusive educational practices.



You'll engage in diverse tasks such as student communication, website development, developing inclusive education toolkit resources, managing inclusive education fora/workshops, and ensuring events run smoothly.

Special Factors

As the role relates to Equality, Diversity and Inclusion (EDI), the role would suit someone who is resilient as the work may potentially relate to their lived experience or can focus on inequalities in society. This can be rewarding but may also sometimes be taxing as pace of progress in organisations can be slow.

Some on-campus working such as Team Days and Events is essential for this post, but there is also scope for flexibility and remote working.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	<i>An interest in equality, diversity and inclusion issues affecting higher education</i>	E	PQ/AF
Experience	<i>Experience of working on educational projects ideally at one of the City St George's campuses.</i>	D	SS1 , INT
	<i>Experience of event planning and support ideally at one of the City St George's campuses.</i>	D	SS2 ,INT
	<i>Previous web, graphic or multimedia resource development, blogging knowledge or project management experience.</i>	D	SS3 ,INT
Knowledge/ Skills	<i>Previous web, graphic or multimedia resource development, blogging knowledge or project management experience.</i>	E	SS4 , INT
	<i>Excellent communication and interpersonal skills</i>	E	SS5 , INT
	<i>Competent use of Microsoft Office tools, specifically Excel and Word.</i>	E	ST
Personal Attributes	<i>Flexible</i>	E	INT
	<i>Empathetic</i>	E	INT
	<i>Enthusiastic</i>	E	INT
	<i>Committed to embedding practices which embrace diversity and promote equality of opportunity</i>	D	SS6 INT
	<i>Committed to Continuing Professional Development (CPD)</i>	E	INT

Key:



PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

Updated January 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: £29,659 pa, (pro-rated for part-time staff). The salary range for **Grade 4** is £ 29,659 – £33,232 and appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: dross@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: 22 January 2025

Interview date will be on 27 January 2025 (subject to confirmation). As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference: 525-25

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

