

CANDIDATE PACK

Team Lead- Centre for Social Justice Research Projects

Liberal Arts and Sciences

School of Social Sciences

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



JOB DESCRIPTION

Job Title: Team Lead- Centre for Social Justice Research Projects

Reports to: Lecturer

Department: School of Social Sciences

Grade: NG5

ROLE PURPOSE

To plan, manage and deliver community impact and knowledge exchange projects for undergraduate students, working alongside a number of social justice organisations.

PRINCIPAL ACCOUNTABILITIES

1. To be responsible for the day to day management of the Centre for Social Justice Research (CSJR) work-based learning community impact and knowledge exchange projects, working to develop the programme alongside academic colleagues and with the partnering social justice organisations.
2. To be responsible for developing resources and session plans so that students can learn about the work of our social justice partner organisations, this will include contacting external speakers, planning workshops and institutional visits, and booking rooms.
3. To be responsible for promoting the projects to students and academic colleagues in-person by visiting lectures and via Blackboard, processing student applications and appointing applicants. Liaise with Talent Bank and the Work-Based Learning teams, and oversee the completion of student timesheets.
4. To be responsible for delivering two of the four 12-week projects, acting as the point of contact for the students for the projects they will manage, communicating necessary information about the planned weekly workshops and activities and ensuring that students understand the expectations for each session. Accompany students on external visits to partner organisation and cultural institutions.
5. Provide support in the form of guidance, motivation and constructive feedback for students undertaking a variety of research, outreach, and administrative tasks on behalf of partner organisations. To be responsible for organising reimbursement for student travel and payments for external speakers.
6. Alongside delivering their own two projects, to provide line management for the two part-time project coordinators responsible for delivering the 12 weekly workshops on the two other projects, including leading discussions about student engagement and progress, and deciding what appropriate action should be taken when issues arise.



7. To be responsible for identifying and communicating with key stakeholders, both within and outside of the University, to advance the impact of the projects. Lead in creating, developing, and implementing an appropriate processes to ensure the outcome and outputs of the project are well documented, including through the collection of student feedback, writing news items for the University website, and presenting at internal and external conferences and events.
8. To be responsible for sustaining existing partnerships and progressing new relationships between the CSJR and social justice organisations, and to work with the line manager to write progress reports for the project funders
9. To carry out other duties appropriate to the grade, as required by the line manager.

CONTEXT

Established in 2023, the CSJR sets out to understand contemporary social inequalities and challenge the power relations and institutions that sustain them in order to bring about meaningful social change. With funding from the Quentin Hogg Trust, the last two years have seen the CSJR work with leading civil society organisation to provide a range of work-based learning opportunities for Westminster students, who have taken part in a variety of knowledge exchange and community impact projects. Each project provides employability-led learning for between 10-12 Level 5-7 students from across the School of Social Sciences via a 12-week programme throughout Semester 2.

Previous partnerships have included the following organisations:

[INQUEST](#) - the only charity in the UK that provides expertise on state related deaths and their investigation to bereaved people, lawyers, advice and support agencies, the media, and parliamentarians.

[Women in Prison](#) - a national charity that delivers support for women affected by the criminal justice system in prisons, in the community and through our Women's Centres. They campaign to end the harm caused to women, their families, and our communities by imprisonment.

[Campaign Against the Arms Trade \(CAAT\)](#) - a UK-based organisation working to end the international arms trade.

[Association of Visitors to Immigration Detainees \(AVID\)](#) - a network of voluntary organisations providing support for people in detention.

The student will be involved in a variety of research, education, and outreach roles related to the work of the social justice partner organisation. The CSJR is looking to appoint a motivated Team Lead to manage the delivery of these knowledge exchange and community impact projects.

The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.



DIMENSIONS

- Line management of project coordinators and student interns.
- The role holder will be based primarily at the Regent Street Campus.
- The post is part-time (0.4FTE) and fixed term from October 2024 to October 2026.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Undergraduate degree in Politics, International Relations, Criminology, History, Sociology, Law or related discipline, or equivalent level of knowledge, skill and experience

TRAINING AND EXPERIENCE

Essential

- A successful track record of working in the social justice sector, where they have written and delivered reports and presentations and prepared resources for public engagement or training.
- Experience of line-management
- Experience of facilitating and delivering training sessions to groups either in person or virtually
- Experience motivating or mentoring young adults in a volunteering or educational setting
- Experience writing press releases, reports, and delivering presentations to large audiences
- Experience of using social media and professional networking sites
- Confident and effective communicating with people at all levels i.e. building effective relations; facilitating discussions with individuals and groups in a variety of environments.

Desirable

- Experience of writing successful project-based funding applications.

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Ability to work in an efficient and organised manner and prioritise and handle multiple tasks
- Excellent verbal and written communication skills
- Have a pro-active approach to problem solving
- Excellent IT skills
- A demonstrable interest in issues related to social justice
- Able to identify priorities in the face of competing demands and work independently to manage workload
- A proactive approach to problem-solving
- Highly efficient and organised
- Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

The deadline for receipt of applications is midnight on 30 August 2024.

Interviews will take place on 12 and 13 September 2024

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

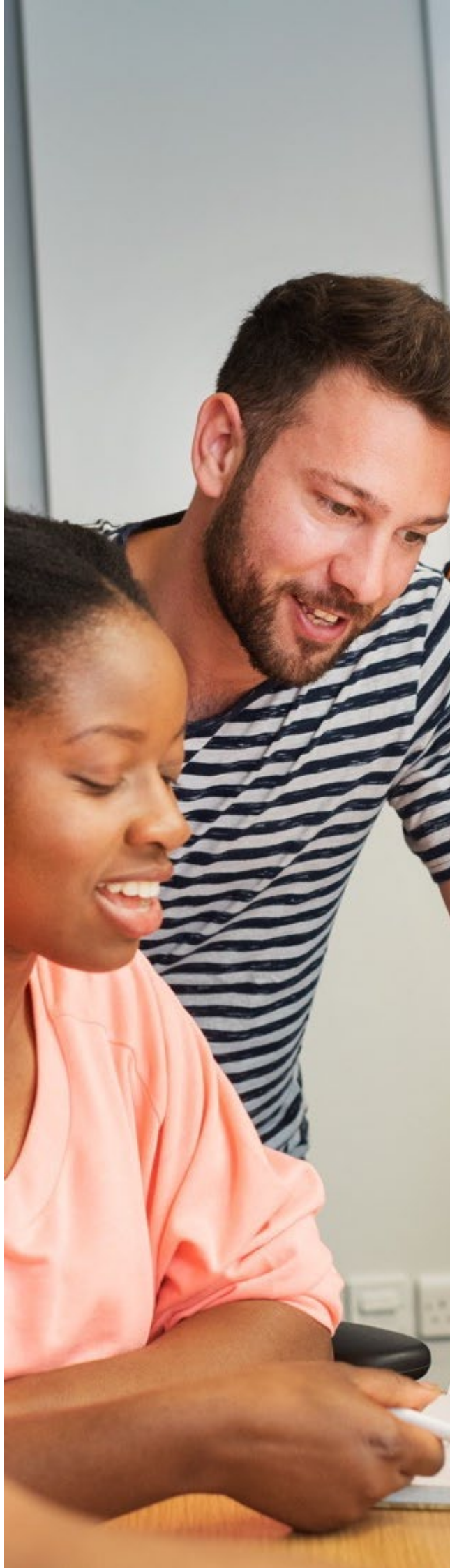
The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

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