*Training Associate Contractor Pool: Race Equity training specialists*

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| Context: | At NUS **we’ve always celebrated and recognised diversity and difference**; we’ve seen how different viewpoints, experiences and knowledge can shape a better world, not just for students, but for all of us.  Students’ unions, guilds and associations are the voice of students at their educational institutions. Many are charities in their own right, with lots of different models of operation, but they all strive to make the world a better place through education, activism and innovation.  With nearly 600 member students’ unions across the country, supporting 7 million students, and a bold new strategy, we’re committed to taking NUS, and our national movement from strength to strength. We’re a small team of around 75 people split between working on campaigns (NUS UK) and helping students’ unions (NUS Charity) but work closely with our partners and our network of members to get results. Together we are the student movement.  The **Training Associate Contractor Pools** are managed by the Union Development team within NUS Charity. The union development team exists to develop **excellent quality students’ unions** enabling them to achieve their maximum positive impact and helping them enhance their capacity and harness opportunities available to them. We work to **attract**, **retain** and **develop diverse talent** in the movement. **Social enterprise principles** underpin our work, so we seek **income generation models** for some parts of our work that support our wider union development work. In our **Learning Academy** we offer development programmes and courses designed for staff in Students’ Unions. |
| Role outline: | The NUS **Leadership on Race Equity programme** is a core offer to Students’ Unions.  We are looking for **two specialist Race Equity and anti-racism trainers to work as associate contractors** who will help us deliver learning to agreed outcomes to meet learning and behavioural objectives for the course.  This course is designed for leaders and senior managers in governance, leadership and executive management roles.  From time to time delegates on some of these courses may also include members of university or college staff and governors, as well as students’ union staff, student officers and trustees.  This course will develop participant’s knowledge and understanding of race and racism in order to prepare them to use their position to make the strategic decisions that will ensure that Black students and staff are able to enter and thrive in their organisation.  Associates will need to be comfortable in questioning delegates and challenging perspectives and preconceptions around race and racism, unconscious biases, etc in a training setting. |
| Location | Training delivery at multiple locations in the UK and/or in an online setting |
| Contract | No guaranteed hours, training opportunities will be allocated on a first come first served basis [once associates have been accepted into pool and successfully undertaken any required observation / quality assurance for the course delivery](#dates2021) |
| Daily / hourly rate | Up to £500 daily rate, based on experience  This is a contract for provision of service (not employment).  Contractors will be responsible for income tax, national security, liabilities and any other contributions associated with their employment. For more information see [here](https://www.gov.uk/guidance/tax-free-allowances-on-property-and-trading-income). |
| Who should apply? | We’re committed to equality of opportunity for all. We welcome interest from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability. You can be yourself here whoever you are, be proud of the work you do and work in a place that knows different is good.  We are particularly keen to receive expressions of interest who self-define as black to help us deliver learning and development on race equity. |
| How to apply | Please complete the expression of interest here before **17:00** on **Friday 27th November 2020**. |
| Full terms will be provided upon confirmation to pool. | |

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| Key responsibilities |
| 1. Understand the intended learner journey for the allocated course and expected course outcomes. |
| 1. Be conversant with course materials, e.g. tutor notes, PPT slides, delegate workbook, etc. |
| 1. Deliver the course content provided, adapting methodologies to suit the needs of learners, monitor learner engagement and provide support to delegates where necessary. |
| 1. Support the delivery of learning outcomes through collaboration with NUS and Students’ Union staff, Associate Trainers and Subject Matter Experts. |
| Specific duties and activities |
| 1. Attend all necessary briefings, observations or quality assurance activities as requested to be a member of the associate pool. |
| 1. Ensure delegates have access to the documents and resources they need to fully participate in the course. |
| 1. Act with upmost discretion, respecting the privacy of delegates and the confidential nature of discussions. |
| 1. Engage with feedback and debrief processes to help NUS understand the impact and quality of courses. |
| 1. Undertake all necessary duties and activities to deliver the role’s responsibilities, alerting NUS staff to any barriers encountered and contribute to the successful resolution of any issues. |

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| Shared responsibilities |
| 1. Carry out other duties and activities as may reasonably be required in order to support colleagues in achieving shared goals. |
| 1. Adhere to NUS policies and practices, as directed, and actively support and promote the NUS vision, mission and objectives. |

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| Person specification | | |
| Essential elements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed. | | |
| **Knowledge, skills and attributes** | **Essential** | **Desirable** |
| **Experience** |  |  |
| Extensive training and facilitation experience in the area of creating race equity and anti-racism | X |  |
| Experience of leadership in a formal or informal setting (doesn’t have to be positional) |  | X |
| Experience navigating sensitive group discussions | X |  |
| Passion and interest in learning and development | X |  |
| **Knowledge** |  |  |
| Expert knowledge of anti-racism, and extensive experience in delivering learning and development interventions in this area. | X |  |
| An understanding of how systemic oppression operates including power, privilege and allyship | X |  |
| An understanding of collaborative leadership traits (e.g. coaching, strategy, building relationships, inclusion) | X |  |
| Knowledge of issues affecting higher education | X |  |
| Understanding of campaigning and/or activism within the student movement or other movements (e.g. trade union, racial justice, climate action etc.) |  | X |
| **Skills** |  |  |
| Facilitation of content and the ability to use questions to deepen participants’ critical knowledge and understanding during facilitated group discussions | X |  |
| Confident to challenge delegate’s thinking, unconscious biases, and present alternative perspectives and ideas | X |  |
| Excellent verbal communication skills | X |  |
| Able to think on feet and adapt to the needs of participants | X |  |
| Able to build relationships with and between a diversity of stakeholders | X |  |
| Skills in online facilitation and delivery | X |  |
| **Aptitude** |  |  |
| Commitment to being part of an environment that promotes equality of opportunity whilst recognising and valuing diversity | X |  |
| Emotional intelligence | X |  |
| Upholds and models the values of NUS including liberation, social justice, sustainability etc. | X |  |

Additional information:

* Associates will need to provide / have access to adequate technology, including broadband connectivity to enable them to successfully deliver training online
* We will either reimburse or provide travel, food and accommodation for allocated training events. Any reimbursements will be at rates in line with the NUS travel and subsistence policy once a claim has been made following the NUS procedure
* Before undertaking any delivery on our courses, associate contractors will need to have attended workshops observation and taken part in a movement briefing. Time will be reimbursed at a rate of £40 per hour for observations.
* Applicants to the pools may be invited to an informal interview over Microsoft Teams on w/c 7 December 2020. There may also be a trial training delivery session built in for associates following the observation, which would be paid at the daily rate
* Please note that if you are selected into an Associate pool, NUS cannot guarantee work. Any work arising will be offered on the basis of delegate numbers, availability, fairness of allocation, and geography. Specific subject expertise and willingness to travel to the course location are considered as appropriate.

2021 Dates for Observation and Training Delivery:

Successful associates will need to be available on the following **anticipated 2021 dates**:

Compulsory observation sessions to understand the programme, and to get to know the content and its delivery will take place during:

* **Week commencing 8th February 2021:** 2 x half day workshops
* **15th February– 2nd April 2021**: 4 x Action Learning Sets (ALS)

Cohort 1: Training session delivery, which also include facilitation of follow-up ALS:

* **Week commencing 22nd February 2021:** 2 x half day workshops
* **1st March – 16th April 2021**: 4 x Action Learning Sets (ALS)

Cohort 2: Training session delivery, which also include facilitation of follow-up ALS:

* **Week commencing 8th March 2021:** 2 x half day workshops
* **15th March – 30th April 2021**: 4 x Action Learning Sets (ALS)