



Race Equity Advocate Coordinator - Role Profile 2026

Purpose and Values

We exist to serve the students at the University of Sussex. We want every student to have the best possible experience, gathering opportunities along the way which enhance the present and lay the foundations for their future. We are driven by making student lives better, helping them to find their communities and make valuable connections that can last a lifetime. We are proud to be the home of our student community and the student voice at Sussex.

How we deliver on our purpose is as important as why we exist. We are a democratic organisation, led by elected officers who are supported by a small staff team. We exist for students and we are led by them. This enables us to advocate effectively for all students. And it gives us a compelling student voice that can hold the University to account.

Our cultural principles underpin all that we do. It is what we expect from everyone who works in the Union, and we will hold each other to account for this. We are student centred, and deliver this through our cultural principles of ambitious, courageous, inclusive, supportive and accountable.

Purpose of Post

To support the Union's equity and inclusion work across all its activities. To support in setting up structures at the University ensuring independent student voices and feedback from marginalised student groups are properly incorporated into decision-making by building links with University staff and supporting the Union's Race Equity Advocates (REA) programme.

Role Overview

Post	Race Equity Advocate Coordinator (REA) Coordinator
Grade:	Grade
Hours:	15 hours per week, (annualised, with more hours expected during term time and less during non-term time including some evenings and weekends)
Term:	Fixed Term Contract until 31 July 2027

Key Responsibilities

Responsible to:	Advice & Representation Manager
Responsible for:	Roles including: 12 Race Equity Advocates (student staff),
Budgetary Responsibility:	Budget Headers: None
	Responsibility Level:
	Level of Budget:

Area Responsibilities: Level of Income:
Race Equity Project

1. To supervise and support the Race Equity Advocates (REA) programme
2. To build links with faculties and others at the University to help set up structures which ensure independent student voices & feedback from marginalised student groups are properly incorporated into decision-making
3. To support a vibrant and effective annual communications plan by using the tools and mechanisms provided by the Central Communications Manager to create and share content; ensuring all activities happening across the Students' Union have a platform to promote them and demonstrate their impact

Key Relationships

Responsible for maintaining good relationships with:

Sussex students, elected officers, Students' Union colleagues, University staff

Responsible for developing and maintaining good relationships with:

EDI Team across university, Race Equity Advocates and all colleagues across the Students' Union

Responsible for identifying, developing and maintaining good relationships with:

Cultural and liberation societies and student leaders

Standard Expectations

1. Work as a community for the benefit of the Students' Union as a whole and the people in it
2. Maintain effective communication with your line manager, direct reports, and team
3. Undertake responsibility for key areas outlined, in a collaborative and supportive fashion
4. Maintain and develop positive relationships with all people encountered through work
5. Fulfil a signposting role for occasional students in distress
6. Work within all Union policies and procedures at all times
7. Take responsibility for all learning and development necessary to fulfil the post
8. Perform any other reasonable duties in consultation with your line manager

Person Specification

Knowledge & Experience (Essential)

- Good IT skills in standard office applications, including the use of spreadsheets
- Understand intersectionality and how it impacts on people
- Experience of having difficult and effective conversations relating to social justice, equality or human rights
- Ability to collate and summarise evidence from a wide range of sources and to provide briefings and reports in different formats to a variety of different audiences
- Ability to independently do outreach and engage with a diverse range of students, who have identities that are marginalised
- Awareness of equality, diversity, and inclusion principles in events and activities
- Have an experience of working in busy events environment with tight deadlines and problem solving
- Experience of coordinating logistics and keeping organised records

Desirable Experience

- Knowledge of the workings of higher education institutions, the voluntary sector, local and national government and their relationship to the work of students' unions
- Experience of supporting or supervising staff, volunteers, or student teams
- Experience of designing, delivering and evaluating training
- Creative individual with an understanding of social media platforms and planning digital content that engages, informs and motivates

Abilities

- Initiative: Ability to be a proactive self-starter, effectively getting on with work
- Comms: Ability to communicate effectively with the team, line manager and stakeholders
- Effectiveness: Ability to manage workload, delivering high quality work on time
- Great Service: Ability to deliver an excellent service to internal and/or external customers

Personal Attributes

- Positive: Show a positive and adaptable attitude towards the Union and work
- Supportive: Show mutual support for the manager and team to benefit students
- Cultural Sensitivity: Show respect for other cultures and diverse cultural norms
- High Standards: Show high expectations of themselves and their work
- Values led: Champion students and Union values, always trying to do the right thing

Union Values

- **Student-led:** Led by student involvement, committed to student participation and ownership
- **Ambitious:** We bring a positive and ambitious mindset to our work, engaging with positive intent, constantly seeking to improve outcomes for students and celebrating success

- **Courageous:** We seek to do the right thing for our students, acting on our principles on political and social issues
- **Inclusive:** We are embedded in and open to our whole community, ensuring we create a sense of equity and inclusion
- **Accountable:** We take ownership for everything we do, both individually and collectively.
- **Supportive:** We take ownership for everything we do, both individually and collectively. We are dependable as individuals and teams, always committed to delivering consistent and appropriate support to colleagues and students.

Assessment Criteria

It would be helpful if you have:	Assessed by:		
	CV	Task	Interview
Knowledge & Experience			
Good IT skills in standard office applications, including the use of spreadsheets	X		
Understand intersectionality and how it impacts on people			X
Experience of having difficult and effective conversations relating to social justice, equality or human rights			X
Ability to collate and summarise evidence from a wide range of sources and to provide briefings and reports in different formats to a variety of different audiences	X	X	
Ability to independently do outreach and engage with a diverse range of students, who have identities that are marginalised		X	X
Awareness of equality, diversity, and inclusion principles in events and activities	X		
Have an experience of working in busy events environment with tight deadlines and problem solving	X		X
Experience of coordinating logistics and keeping organised records	X	X	
Desirable			
Knowledge of the workings of higher education institutions, the voluntary sector, local and national government and their relationship to the work of students' unions	X		
Experience of supporting or supervising staff, volunteers, or student teams	X		
Experience of designing, delivering and evaluating training	X		X
Creative individual with an understanding of social media platforms and planning digital content that engages, informs and motivates	X		X
Abilities			
Initiative: Ability to be a proactive self-starter, effectively getting on with work			X
Communications: Ability to communicate effectively with key people relevant to the role	X		
Effectiveness: Ability to manage workload, delivering high quality work on time	X		

Great Service: Ability to deliver an excellent service to both internal and external customers			X
Cultural Sensitivity: Ability to accept other cultures and adapt communication and behaviours to respect diverse cultural norms			X
Personal Attributes			
Positive: Shows a positive and adaptable attitude towards the Union and the work itself			X
Supportive: Shows mutual support for the manager and team to benefit students			X
High Standards: Shows high expectations of themselves and their work			X
Values led: Champion students and Union values, always trying to do the right thing			X
Values			
Student-led: Led by student involvement, committed to student participation and ownership			X
Ambitious: We bring a positive and ambitious mindset to our work, engaging with positive intent, constantly seeking to improve outcomes for students and celebrating success			X
Courageous: We seek to do the right thing for our students, acting on our principles on political and social issues			X
Inclusive: We are embedded in and open to our whole community, ensuring we create a sense of equity and inclusion			X
Accountable: We take ownership for everything we do, both individually and collectively			X
Supportive: We take ownership for everything we do, both individually and collectively. We are dependable as individuals and teams, always committed to delivering consistent and appropriate support to colleagues and students			X