

Director Role

Last updated: 10 November 2020

Job Title:	[Area] Director (title subject to negotiation)
Reporting to:	Fellow Directors
Responsible for:	Developing the remit of your directorate, overseeing the work done by individuals and teams in your area, and contributing to shared Leadership Team workflows
Grade:	Senior Executive Leadership
Salary:	Unpaid - Volunteer Role
Hours:	Part-Time (10+ hours per week on average)

About the Team:

The Leadership Team is the primary executive branch at Disabled Students UK. We collaborate to deliver the values, infrastructure, oversight, strategic aims and goals of DSUK. We also oversee the social and peer support spaces that we have created for disabled students.

We report to each other and hold ourselves accountable to our members, but we do not have a single leader. Traditional power structures are often inaccessible to disabled people, and as such our team has a flat, non-hierarchical structure based on the principles of collective work

Job Purpose

As a director, you will have the privilege and the responsibility of contributing meaningfully to this work. You will have the freedom to develop your own remit and the opportunity to help improve disabled students' access to higher education.

Key Role Responsibilities

1. **Autonomy:** You will be responsible for developing and executing your own projects. You will need to plan your work in consultation with the rest of the team in order to coordinate with the organisation as a whole.

For each project, you must have a fellow director who is second-in-command, with whom you will coordinate to take over your directorial responsibilities if you become unable to work. It is up to you to negotiate this with the person you feel is best suited to that role.

2. **Strategic Planning:** You will be expected to contribute substantively to the development of our strategies to fulfil our organisational mission.
3. **Flexibility:** From time to time, you may be required to take on a share of Leadership Team responsibilities which may or may not fall under your primary directorate, e.g. helping moderate our social media spaces or participating in the collective writing of policy documents.
4. **Engagement:** You will need to be engaged with your work on an ongoing basis. The Leadership Team meets weekly on Fridays to discuss our work, troubleshoot problems, and plan for the coming week - you will need to be in attendance at these meetings and prepared to present the status of your work and your next steps.
5. **"On Call" Status:** In rare and exceptional circumstances, we may need to call an emergency leadership meeting. As a member of the Leadership Team, your attendance at such a meeting will be mandatory without a reasonable excuse. (Please note that we are quite flexible about what constitutes a reasonable excuse.)

General Duties:

1. **Regularly monitor our Discord workspaces:** The majority of our work is conducted on our Discord server. Therefore, you will need to be checking in consistently throughout the week, watching your inbox and notifications for tags and reviewing the Discord channels that relate to your work, both within your directorate and in the wider organisation.
2. **Update the Leadership Team regularly:** In addition to our weekly team meeting, you will be expected to keep the team updated on the work you have done throughout the week

by posting in the relevant Discord channels. This enables us all to have a thorough awareness of what is happening while still keeping our weekly meeting to a manageable duration.

3. **Keep up with your work calendar:** You will be expected to keep your work calendar up to date at least two weeks in advance in order to facilitate the scheduling of internal and external meetings. You will also be expected to check the work calendar before booking personal appointments in order to avoid double-booking.
4. **Attendance and Punctuality:** You will be expected to attend at least 3/4 of our leadership meetings, to arrive on time, and to catch up with recordings if you miss one. If you arrive at a meeting more than fifteen minutes late without advance notice, you may not be admitted and it will count as an absence.
5. **Behaviour in Public-Facing Spaces:** As a representative of the organisation, you must exercise discretion in all external meetings and public fora, including your social media presence.
6. **Engagement with goings-on in the wider DSUK community:** Directors are not required to attend every DSUK event or allied event. However, it is expected that leaders will keep an ear to the ground and regularly engage with the wider DSUK community.
7. **Pursuit of Intersectionality:** As a small team, there will be types of disability or intersecting identities that are not represented by the Directors. It is our responsibility to make a significant effort to learn about and consider the needs of many different kinds of disabled students. Each Director is expected to dedicate some of their work time to developing their understanding of disability, access needs, and intersecting types of oppression and to account for these voices in the development of your remit.
8. **Commitment to Our Policies:** As a Director, you must thoroughly read and agree to uphold our Safeguarding, Wellbeing, and Equality policies as well as our Code of Conduct and our Constitution.

Statement on Accessibility and Reasonable Adjustments:

Each director must have an understanding of their own accessibility needs and a willingness to respect the needs of others. We are a disabled student-led organisation; our movement depends on each director knowing what they can and cannot do with their time and taking responsibility for communicating that clearly to others.

We strive for flexibility and accessibility to the fullest extent of our capacity. Wherever possible, we strive to make adjustments to make our work accessible to as many people as possible, but sadly we are limited by our own impairments as well as by financial constraints. We also do not expect directors to compromise their own access needs in order to accommodate others'. We understand that there can be conflicts between access needs, and wherever possible we will do everything that we can to find workarounds to mitigate this when it occurs.

Ultimately, we may not be able to accommodate all needs, but we will do everything that we can.

Statement on Intersectionality

As a small team, we currently have gaps in terms of representation. As such, we especially welcome applications from current or former disabled students who have any of the following intersecting identities:

- Minority ethnic and/or people of colour
- Welsh & Northern Irish backgrounds
- Working class backgrounds
- Postgraduate researchers
- Men
- Immigrants

We of course also welcome applications from all other intersections (notably women and LGBTQ+) individuals. We are inclusive of trans and non-binary identities and do not tolerate transphobia in our spaces.

Person Specification

	Essential	Desirable
Education, Qualifications and Training		
Good general education to A level standard, typically including Maths and English at least to GCSE C or equivalent	X	
Completion of an undergraduate degree (or higher) at a UK university		X
Leaders, please add additional items below this line as suggestions		
Experience		
Experience of working effectively as part of a team and using your own initiative	X	
Experience of supervising others and their work	X	
Experience as a disabled student within the UK further and/or higher education system	X	
Experience with conducting research, including identifying reliable source material and organising information		X
Experience in activism, especially disabled activism and/or student activism and/or student politics (student unions, NUS, etc.)		X
Experience working with politicians and other sector-level stakeholders		X
Experience with [IT]		X
Experience of working with volunteers and/or community organisers		X
Experience of devising, delivering, and evaluation of training using contemporary training and development practices		X
Leaders, please add additional items below this line as suggestions		

Skills and Knowledge		
Knowledge of further and/or higher education and the issues affecting disabled students today	X	
<p>Computer literacy: basic keyboard skills and experience with using (or willingness to learn) the following software (please note that this list is non-exhaustive):</p> <ul style="list-style-type: none"> • Standard office software, including spreadsheets (we use the free Google office suite & Google Drive) • Video conferencing software (Zoom, etc.) • Discord • Trello • Google Calendar & Gmail 	X	
<p>Experience with using (or willingness to learn) the following social media platforms:</p> <ul style="list-style-type: none"> • Twitter • Facebook (including administrating groups) • LinkedIn <p>Please include in your application a list of any other social media platforms with which you have experience.</p>	X	
Able to balance your own workload, oversee tasks that you have delegated, and deliver your commitments on time	X	
Ability to present information clearly and concisely in writing or verbally	X	
Ability to establish strong working relationships with a wide range of individuals, both within the team, the wider organisation, and with external parties	X	

Ability to communicate calmly and effectively to others	X	
Ability to take a constructive and cooperative approach to solving problems	X	
Ability to recruit, support, motivate and empower others	X	
Ability to exercise professionalism in all internal and external workspaces, and willingness to cultivate a workplace culture of decorum, civility and understanding	X	
Can demonstrate time management skills and punctuality, especially when juggling multiple commitments	X	
Leaders, please add additional items below this line as suggestions		
Personal Qualities and Behaviours		
Motivated by working in a disabled student-led, collaborative workplace	X	
Bigger Picture: keeps student leadership and the needs of disabled students at the heart of activities - our work is focused on the good of the disabled community and not on individual ambitions	X	
Commitment to inclusivity: Values diversity and intersectionality - works to create an inclusive and engaging environment across all of our work and activities	X	
Takes personal responsibility for the important role they play in the organisation's work and in wider society	X	
Strives for the best results - gets things done on time and to a high standard	X	

Communicates clearly and appropriately to people across our organisation and outside it	X	
Works effectively both independently and as part of a team, following through on individual commitments while also building good relationships and collaborating with a wide range of people to deliver our shared goals	X	
Fundamentally believes that disabled students have a right to equal access to education	X	
Is passionate about (or willing to learn about) disability justice and has an awareness of the models of disability	X	
Leaders, please add additional items below this line as suggestions		