



**Job Pack**

**Prevention and**

**Intervention**

**Programme Manager**

# Chief Executive's Introduction

**Dear applicant,**

I am delighted that you are interested in applying for the role of Prevention and Intervention Programme Manager at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Secured a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [Impact Report 2024](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

**John Dubber**  
Chief Executive



# About the Students' Union

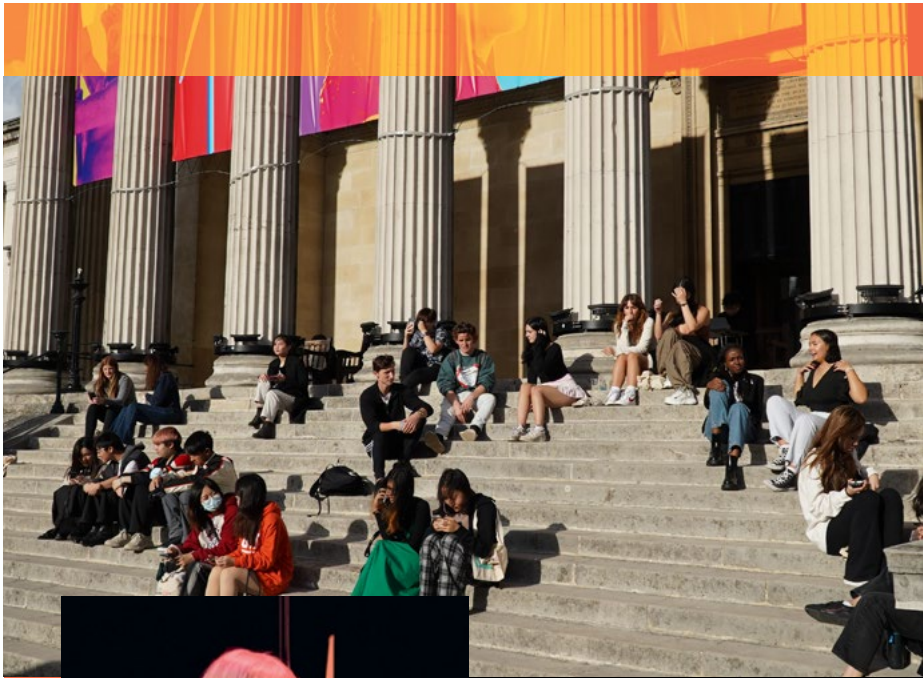
Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 130 career staff and over 250 part-time student staff, and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

## Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m. It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, including all sport, music, performing arts and volunteering at UCL.
- Over 400 student clubs and societies with over 20,000 members.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Five cafés, four bars, a merchandise shop, a gym, and a convenience store.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.



# Job Description

Job Title: **Prevention and Intervention Programme Manager**

Reports to: **Head of Advice & Wellbeing**

Grade: **7**

## Purpose of the Job

This role forms a key part of our Advice & Wellbeing team. The team aims to promote the interests and welfare of students at UCL during their studies, and to deliver outstanding proactive prevention and intervention initiatives that are peer-led and student driven, and promote a vibrant and inclusive student community.

Our sector-leading Active Bystander Programme is designed to provide students with the skills, knowledge and confidence to safely tackle unacceptable behaviour. The Programme Manager will oversee the current offer as well as the expansion of new and existing programmes, including developing personalised packages for departments and an attractive offer for external partner organisations.

The postholder will line manage the Advisors (Sexual Violence Liaison Officers), and will be responsible for an SVLO programme to support students who have experienced sexual violence, sexual harassment, gender-based violence and/or domestic abuse at any point in their lives. The Programme Manager will need to work closely with the Advice Service Manager to support the Specialist Advisors in working alongside the generalist advice provision.

## Duties and Responsibilities

### Active Bystander Programme Delivery and Development

- Manage the planning and coordination of the Active Bystander Programme to UCL students.
- Grow the programme, including developing bespoke opportunities for departments, student groups and student leaders across UCL to focus on the issues most pertinent to them and ensure the highest impact.
- Develop and extend the proposition for the programme to external partners, sharing our best practice and expertise to help the sector more widely.
- Continue to develop and embed the trauma-informed Consent and Tackling Sexual Misconduct strand to enhance and grow the Active Bystander Programme.
- Oversee the continuous evaluation and regular stakeholder engagement exercises to garner feedback, ensure quality of training and inform future programme.

*Continued overleaf*

- Measure, evaluate and report the impact of the programme on a regular basis.
- Work with Head of Advice & Wellbeing to seek additional revenue, external funding and sponsorship to support and grow the programme

### **SVLO Programme Development and Delivery**

- Manage the planning and implementation of an SVLO programme, in collaboration with UCL colleagues (such as Student Support and Wellbeing Services, the Casework team, and the Crime Prevention & Personal Safety team).
- Ensure that the programme conforms to sector best practice, legal requirements, and compliance with established codes of practice.
- Develop, draft and update policies and procedures that support a non-judgmental, safe and confidential space for students to seek advice regarding sexual violence, harassment, gender-based violence and domestic abuse.
- Develop and maintain close working relationships with external agencies, for example, the Metropolitan Police, Rape Crisis, the Survivors Trust, etc, to improve the student experience.
- Communicate the role and purpose of the programme through a range of channels, with support from the Communications Team, and proactively deliver outreach campaigns on key issues facing students.
- Coordinate the support offered to student Workshop Leaders, including how to manage disclosures and debrief after workshop deliveries.
- Measure, evaluate and report the impact of the programme on a regular basis.

### **Other Prevention and Intervention Programmes**

- Scope and develop propositions for new and innovative prevention and intervention programmes.
- Ensure that any new initiatives conform to sector best practice, legal requirements, and compliance with established codes of practice.
- Work collaboratively with other members of the team to assist, grow and promote our peer-led programmes, highlighting the impact and importance of peer-to-peer learning and support to our communities.
- Measure, evaluate and report the impact of the programmes on a regular basis.

### **Staff Management**

- Effectively manage the team, providing support through HR processes and monitoring their workload to ensure adequate and efficient staffing levels.
- Work collaboratively with other members of the team to ensure that an outstanding advice and information service is provided that meets the needs of UCL students.
- Attend and contribute constructively to Advice & Wellbeing team meetings, by sharing relevant updates, outcomes, ideas and learning.
- Attend and contribute constructively to Union management meetings, by sharing relevant updates, outcomes, ideas and learning.

### **Personal and Professional Development**

- Regularly review own development needs, identifying relevant advice training and development opportunities to ensure that all information and guidance is up-to-date and accurate.

*Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.*

# Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
<b>Qualifications</b>				
Degree level or relevant advice/advocacy or project management qualification, or equivalent experience.	X			X
Appropriate management qualification		X		X
A formal SVLO qualification from a recognised provider		X		X
A formal ISVA qualification from a recognised provider		X		X
<b>Experience</b>				
Demonstrable experience of working with individuals who have experienced one or more of the following: sexual violence, harassment, gender-based violence or domestic abuse.	X		X	X
Demonstrable experience of managing a client-facing service with high levels of customer service.		X		X
Demonstrable experience of developing and delivering training and resources.	X		X	X
Demonstrable experience of measuring, evaluating and reporting the impact of a service or programme to a variety of audiences.	X		X	X
Previous experience of fundraising and/or income generating activities	X		X	X
<b>Knowledge</b>				
Knowledge of the HE sector, Students' Unions and an understanding of issues facing the diverse student communities.	X		X	X
Understanding of the impact of sexual violence and sexual harassment on survivors, and how to support them with a trauma-informed approach.	X		X	X
Understanding of relevant UK and HE legislation in relation to sexual violence, harassment, gender-based violence and domestic abuse.		X	X	X

Continued overleaf

## Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
<b>Skills</b>				
Excellent verbal and written communication skills.	X		X	X
A skilled user of IT, able to use Microsoft Office programs, online tools and case management systems effectively.	X			X
Able to manage time and prioritise workload effectively to manage competing demands; both when working on your own initiative and in a team.	X		X	X
Strong interpersonal skills, with the ability to build rapport and relationships with a variety of stakeholders.		X	X	X
Able to understand and work within policies, procedures and regulations.	X		X	X
<b>Values, attitudes and personal style</b>				
Evidence of commitment to Continuing Personal and Professional Development	X		X	X
A leader on equality of opportunity who values Diversity and removes barriers to equality	X		X	X
Commitment to working in a democratic and student led environment	X		X	X
Commitment to high standards of customer care	X		X	X
Flexibility and an adaptable approach to work	X		X	X
Dedicated to achieving a sustainable Union	X		X	X



# Our Vision

**An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.**

## Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

## Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

# Our Strategic Themes

**Our Vision and Mission will be achieved through delivering four strategic themes:**

**Effective Influence**

**Amazing Experience**

**Vibrant & Inclusive Community**

**Excellent Union**

Read our current strategic plan at [studentsunionucl.org/about-us](https://studentsunionucl.org/about-us).

# Our Values

## **Community Building**

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

## **Empowering**

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

## **Inclusive**

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

## **Fun**

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

## **Democratic**

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

## **Bold**

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

## **Sustainable**

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

# Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



# Salary and Benefits

The salary range is £43,374 - £51,860 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: [ucl.ac.uk/human-resources/working-ucl](https://ucl.ac.uk/human-resources/working-ucl).

If you have any queries or would like to have a discussion about the role please contact:  
Danielle Swanson, Head of Advice and Wellbeing, at [d.swanson@ucl.ac.uk](mailto:d.swanson@ucl.ac.uk).



**INVESTORS IN PEOPLE<sup>®</sup>**  
We invest in people Silver

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