**Faculty of Humanities**

**School of** Click here to enter text.

**Director of Social Responsibility**

**Overall purpose**:

The School’s Director of Social Responsibility is responsible for leading the further development and ongoing implementation of the School strategy for social responsibility, external engagement, equality and diversity and environmental sustainability in accordance with the Faculty’s and University’s overall strategy. The post holder will be responsible for ensuring that the School delivers on its goals in relation to these areas.

The post holder will be the School lead for Goal Three/Social Responsibility and will work with School Senior Management Team (SMT) colleagues and the Faculty’s Vice Dean for Social Responsibility and Social Responsibility Manager (Faculty SR Team), to deliver the School’s contribution to this agenda.

The post holder will be a member of the School’s SMT and will interact extensively with other members of the team, including Heads of Division/Department and Directors of other School Functions.

**Responsible to**: Head of School with secondary “dotted line” professional accountability to the Faculty’s Vice Dean for Social Responsibility

**Key Duties and Responsibilities:**

* **Strategy** - Work with the Head of School (HoS), the School SMT, Divisions/Department/DA and the Faculty’s SR Team to ensure that the School’s Social Responsibility strategy is aligned with the Faculty’s and University’s overall strategy, and is embedded in academic practice. The post holder will be responsible for development, implementation and management of the strategy, as well as providing all required reporting on progress, for example for the Annual Performance Review (APR).
* **Research** – In conjunction with the School Directors of Research and PGR, and, where appropriate, to encourage and publicise research, including postgraduate research, that addresses the key social, economic or environmental challenges, and to encourage staff to be involved in policy development at local, national and global levels.
* **Public Engagement** - To lead on developing the public understanding of humanities and engagement of the local community in the work of the School.
* **Education** - In conjunction with the School Director for Teaching, Learning and Students, to ensure that the School meets the University’s target of training socially responsible graduates through provision of educational and volunteering opportunities and promotion of the Manchester Advantage through Stellify .
* **Widening Participation** - To support the School Director for Teaching, Learning and Students in overseeing schools liaison, including working on Widening Participation among students.
* **Management** - To be a member of the senior team responsible for advising the HoS on the general management of the School. Also to chair or be a member of appropriate School and Faculty groups and committees and to represent the HoS within the University and externally.
* **Equality and Diversity** –On behalf of the HoS, to oversee the School’s commitment to equality and diversity in its workforce and to develop policies and actions that will ensure this. This includes working with HR and its Equality, Diversity and Inclusion Unit to support the activity involved in securing and retaining Athena SWAN accreditation for gender equality and in developing and implementing associated actions.
* **Sustainability** – To ensure that the School plays a full role in meeting the University’s Sustainability and Biodiversity targets. The role holder will also positively promote the 10,000 Actions programme for staff, engaging both PSS and academic colleagues.

**Person Specification**

The post holder must possess the following experience, skills, knowledge and qualities:

* The ability to articulate and make practical a clear, positive vision of the Social Responsibility strategy and ambitions of the School within the overarching University and Faculty strategies.
* A successful record of undertaking academic administrative roles at School level.
* Proven academic leadership and management skills or the demonstrable potential and willingness to develop them.
* An understanding of engagement issues internally across the full range of the Faculty’s academic disciplines and externally both regionally and nationally.
* Ideally, a successful track record of developing engagement or related activities.
* The ability to represent the School in an effective manner in dealing with external organisations and at Faculty and University level fora.
* A genuine personal commitment to the aims of the Social Responsibility agenda.
* A commitment to, and, ideally, a good understanding of, equality and diversity in employment.