

# Disability Inclusion and Student Engagement Adviser



## Role Description

### GRADE

Grade 5

### LOCATION

Sighthill, with travel to Merchiston and Craiglockhart campuses, Edinburgh

### LINE MANAGER

Inclusion Services Manager

### Role Summary

The Disability Inclusion Adviser will provide advice, guidance, and support to students with disabilities, long-term health conditions or mental health conditions, specific learning difficulties such as dyslexia and ADHD. The role will also have a strong focus on student engagement, working collaboratively with Schools, student services, and wider university initiatives to promote inclusion, accessibility, and a positive student experience.

This role will involve direct student support, strategic outreach, and proactive engagement with students and staff across the university to enhance awareness, accessibility, and inclusion.

### Line Management Responsibility for:

This role does not have any line management responsibilities .

## Main Duties and Responsibilities

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### Disability Support and Inclusion

- Provide specialist advice and guidance to students on a range of disability-related support issues, ensuring an inclusive and accessible university experience.
- Develop and implement Learning Profiles for students, detailing their support needs and recommended adjustments for learning and assessment.
- Support students in applying for Disabled Students' Allowance (DSA) and assist them in accessing relevant study strategies, assistive technologies, and additional support.
- Advise academic and professional staff on making reasonable adjustments to teaching, learning, and assessment to enhance accessibility.
- Liaise with external partners such as educational psychologists, DSA assessors, and disability organisations to ensure effective support.
- Contribute to the development, review, and implementation of policies, procedures and service delivery in line with best practice, sector guidance and the Equality Act 2010.
- Support the University's commitment to legal compliance and continuous service improvement in matters of disability and inclusion.
- Support university-wide inclusion goals by contributing to cross-departmental working groups, projects or initiatives that enhance accessibility and reduce barriers for disabled students.
- Engage with university strategies such as the Widening Participation Plan and contribute to activities that promote student success and retention for those with additional support needs.

### Student Engagement and Outreach

- Develop and deliver outreach activities to engage prospective and current students with disabilities, promoting available support services.
- Work closely with Schools and academic departments to embed inclusive practices within teaching and student support.
- Design and facilitate workshops, events, and campaigns that raise awareness of disability inclusion and accessibility across the university community.
- Actively participate in open days, induction events, bring disabled students together and student engagement initiatives to ensure students are aware of available support and resources.
- Establish and maintain partnerships with student groups, societies, and other university teams to foster a culture of inclusion.

### Collaboration and Development

- Contribute to the development of digital and printed materials, including website content, to enhance awareness of disability services and support.
- Participate in service development projects aimed at improving the student experience, particularly in areas of accessibility, mental health, and disability support.



- Represent the Disability Inclusion Team in university-wide committees, working groups, and projects relating to student support and engagement.
- Keep up to date with legislation, policies, and best practices related to disability inclusion and student engagement within Higher Education.
- Collaborate with colleagues within the Disability Inclusion Team and the wider Student Wellbeing & Inclusion service to ensure consistent and high-quality support for students.
- Support colleagues, contributing to the development of good practice and shared learning within the team and the wider university.
- Deliver or support training sessions, briefings or awareness-raising initiatives for academic and professional services staff to promote inclusive teaching practices and improve understanding of disability-related adjustments.
- Act as a point of expertise for staff, providing guidance on disability-related matters and supporting the implementation of reasonable adjustments.

### **Data and Record Management**

- Maintain accurate and secure student records in line with GDPR and data protection legislation, ensuring confidentiality and appropriate access at all times.
- Contribute to the collection, analysis, and reporting of service data to inform planning, performance review and institutional reporting.
- To undertake others such other duties commensurate with the level of responsibility for the role, as directed by your line manager
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

## PERSON SPECIFICATION

ESSENTIAL      DESIRABLE

### Education / Qualifications

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|--|---|---|
| • Degree or equivalent relevant experience.            | ✓ |   |
| • Postgraduate qualification in a relevant discipline. |   | ✓ |

### Skills / Experience

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|--|---|---|
| • Extensive experience supporting individuals with disabilities, mental health conditions, or specific learning difficulties.              | ✓ |   |
| • Strong knowledge of the Equality Act 2010 and principles of accessibility and inclusion in Higher Education.                             | ✓ |   |
| • Experience delivering student engagement or outreach activities, ideally within an educational setting.                                  | ✓ |   |
| • Excellent communication, organisational, and interpersonal skills.   | ✓ |   |
| • Ability to work collaboratively with students, academic staff, and external stakeholders.  | ✓ |   |
| • IT proficiency, including experience with Microsoft Office and digital communication tools.  | ✓ |   |
| • Experience using assistive technology to support students with additional needs.   |   | ✓ |
| • Experience of working with students in Further or Higher Education and knowledge of Universal Design for Learning.                       |   | ✓ |
| • Project management experience related to student support or inclusion.   |   | ✓ |
| • Experience in organising events, workshops, or awareness campaigns.  |   | ✓ |
| • The post holder must be eligible for Protection of Vulnerable Groups (PVG) Scheme membership. Employment is subject to PVG confirmation. | ✓ |   |
| • Willingness to work flexible hours including occasional evening and weekend work.  | ✓ |   |