Project name	**Diversity Projects (to be renamed)**
Project manager	**Laura Douds, VP (Science and Technology)**
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Project brief

The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.

The LGBT+ projects will achieve the following:

- **Raise awareness and promote understanding of LGBT+ issues** with a particular focus on the marginalised communities within the LGBT+ movement, such as women who like women (or 'wlw'), asexual and aromantic people, trans people and bisexuals.

- **Inform students of LGBT+ figures throughout history**, and of the history of gaining the same rights as cisgender, heterosexual people.

- **Provide LGBT+ students with safe spaces** to be themselves

- **Provide non-LGBT+ students with safe places to ask questions** and broaden their understanding.

- **Promote intersectionality** within the LGBT+ community (ie including, and focusing on, LGBT+ people who fall into other liberation groups such as – but not limited to - people of minority ethnicities or who have a disability).

- **Make people aware of systemic barriers** to participation of LGBT+ students

- **Other issues which our LGBT+ and trans reps want to address.**

The disability projects will achieve the following:

- **Raise awareness of disabilities and chronic health conditions**

- **Provide able students with spaces to ask questions** and become informed, to break stereotypes and aid inclusion

- **A disability audit** of spaces, clubs and societies protocol, and anything else deemed necessary, to ensure they're accessible

- **Spaces for disabled people to meet others** and talk about their experiences

- **Other issues/ideas that our disability reps want to address.**

The women's projects will achieve the following:

- **Raise awareness of issues** that *typically* (but not exclusively) affect women, such as sexual assault, and health issues

- **Provide women-only events** (such as continuing the gym hours)

- **Make people aware of the systemic barriers** that face women in their day-to-day lives

- **Anything else the women's reps want to address**

The BME projects will achieve the following:

- **Raise awareness of issues** that face minority ethnicities, such as racial stereotyping

- **Make people aware of the systemic barriers** that BME people face

- **Provide safe events for BME people** to celebrate their cultures and backgrounds eg Black History Month (in conjunction with Eliza)

- **Anything else the BME reps want to address**

The International Student projects will achieve the following:

- **Raise awareness of issues** that face minority ethniciti

- **Make people aware of the difficulties international students face**

- **Provide safe events for students and encourage tehm to get involved with** activities that celebrate their cultures and backgrounds eg Global Week

- **Anything else the international reps want to address**

Project overview

A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?

Minority groups are, as stated, minorities. The majority groups do not always understand the needs and wants of these groups, and it's important that we address these needs. It's particularly important that we look at and address the places where these minority groups intersect as they often face very different issues than when someone is only in one of these groups.

Understanding and inclusion are at the heart of our SU and it's vital that we have events where our students can be proud of who they are. Raising awareness of these minority issues will be vital to reducing the negative stigma associated with some of them and creating a safer campus for everyone.

Aims and objectives

Broad statements of intent about what the project is trying to achieve.	List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.	How will you measure success?
Increased equality for LGBT students	Increased attendance and membership of LGBT+ societies and events	Compare numbers attending in 16-17 to 17-18.
	Increased reporting of LGBT-phobic language and acts – leading to an eventual decrease as students realise this behaviour won't be tolerated.	Compare reported numbers in 16-17 to early 17-18 and then late 17-18
	Increased awareness of lesser-known LGBT terms eg aromatic, asexual, pansexual	Hits on website
Increased equality for disabled students	Clubs and societies and relevant spaces will be more disability-friendly than they are currently.	No. of clubs and societies attending equality training or who have active measures in place
	Increased attendance at disabled society etc	Compare membership numbers 16-17 to 17-18
	More students seeking help for their conditions	Compare no. of students granted extra

		time etc in 16-17 to 17-18
	Increased awareness of chronic conditions and living with a disability	Hits on website
Increased equality for women	Increased attendance at femsoc etc	As above re societies
	Reduce instances of sexual harassment etc on campus and increased reporting of sexual harassment etc on campus	
	Increased awareness of women's issues	Hits on website content
Increased equality for BME students		
	Increased attendance at representative societies eg African Society	Compare membership numbers 16-17 to 17-18
Increased equality for international students	Increased attendance at international society etc	Compare membership numbers 16-17 to 17-18
	Improved study help specifically aimed at international students and students who don't speak English as a first language	Compare number of academic offense hearings in 16-17 to 17-18

Scope

Several sentencing outlining what is within the scope of the project and what is not. If necessary this sections should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

The project is:

- To facilitate and improve diversity and inclusion of minority groups on campus

- Encouraging intersectionality (ie looking at where minority groups intersect and how that affects experiences and perceptions)

- To work in *conjunction* with the campaign reps

The project is **not:**

- Going to provide any new channels of reporting hate crimes

- Excluding 'simple' minority students, ie students who are in one of these minority groups and not the others
- Going to take responsibility for the projects of the campaign reps – though we will work together on several issues.

Deliverables

List the outputs of the project.

- Improved awareness of minority group issues
- Minority students feel safe and supported on campus
- Minority students are not disadvantaged as a result of their minority status

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

- Campaign reps (LGBT+/Trans/BME/Womens)
- Officer team
- Anyone who falls into these minority groups
- Certain areas of Student Services

Project team: roles and responsibilities

List all those who have a role to play in the project.	*Include a summary of their responsibilities.*
Laura	Coming up with and researching ideas, overall management of the project
Activities Team	Help organize daytime activites
Communications Team	Promotion of events and help creating website content
Commercial Services Team	Organise evening activities

Campaign reps	Ensure Laura is being representative (particularly surrounding minority groups she is not a part of), help plan events in conjunction with Laura
Eliza	Help plan Black History Month events

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

TBC

Risks

Outline any potential issues or barriers (internal and external).	*Include a summary of how these might be mitigated.*
People who are bigoted towards these minority groups making hurtful comments or threatening violence etc at events	Ensure staff are trained on how to deal with this situation, know how to contact security, let students know how to report hate crimes
Finance	If the events aren't successful there may be a financial detriment to the SU
Misinformation being spread	Research to ensure all info we give is up to date and accurate

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

TBC

Timescales - TBC

An estimate of when project activities will happen.

What	When											Who
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Planning stages	x	x	x	x	x	x	x					
Events happening							x					
Debrief								x				

Project name	**Clubs and Societies Count**
Project manager	**Laura Douds, VP (Science and Technology)**
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Project brief

The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.

The project will aim to increase the impact of clubs and societies upon students and the wider community.

It will:

- Increase the number of clubs and societies by 33% (40 clubs and societies)

- Increase membership to 1 in every 3 students

- Encourage societies to fundraise £10,000 for external charities, such that 40% of our charity fundraising is done by societies other than the dedicated Raising and Giving Society.

- Increase the number of societies achieving our highest level of award (what this award will be is yet to be decided as the bronze/silver/gold scheme is being re-done)

- Encourage societies to get involved with volunteering externally

- Ideally, have nominations and wins at the National Society Awards

Project overview

A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?

Clubs and society members are generally some of the most engaged members within our union. Being members of clubs and/or societies teaches transferable skills which are invaluable within the workplace, and as Goal Two of the strategic plan is about helping graduates be more employable, getting them involved with extra-curriculars is key in achieving this. In addition, Goal Five of our plan is about helping students feel as though they are part of a community at ARU, and clubs and societies are often very much a part of feeling like you belong at university. It makes sense, then, that we should focus on getting as many people into these 'mini-communities' as possible.

Aims and objectives

Broad statements of intent about what the project is trying to achieve.	List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.	How will you measure success?
Increase in membership numbers	Clubs and societies have more active members	Compare membership nos. with previous years
	Clubs and socs have more money due to more members	As above
	Students are more proud of being part of ARU community	Big 10 survey results
	Students are more employable	Big 10 survey results
Increase number of societies	More choice for students	Compare no. of socs with previous years
	Committee members and students are more employable	Big 10
	Students get involved and are more proud of being part of the ARU community	Big 10
Societies fundraise more money	External charities get more money to work for the greater good	Ask for data on how much societies have raised and where they're donating it
	Students feel good about what they're doing	Feedback ?
More societies involved with external charities	External charities/services get additional help and are more productive	Ask volunteering service and the students for feedback
	Committee members and students are more employable	Big 10
	Students get involved and are more proud of being part of the ARU community	Big 10
	Clubs and societies are recognised on a national level	No. of nominations/wins

Nominations at National Societies Awards	C+S get more recognition within the university	No. of attendees+ memberships of C+S

Scope

Several sentencing outlining what is within the scope of the project and what is not. If necessary this sections should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

Project includes:

- Encouraging societies to advertise more, hold more events and fundraise more

Does not include:

- Running events FOR societies (as they are meant to be student led)

-

Deliverables

List the outputs of the project.

- More awareness of C+S

- More C+S with a higher average membership

- More fundraising

- More students more happy to be part of ARU community

- More students saying the SU has helped their employability skills

- Increased student satisfaction (and possibly retention)

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

Officer Team

Exec Committee

Activities Team

Committee Members

Clubs+Soc Members

Other Students

Academics.

Project team: roles and responsibilities

List all those who have a role to play in the project.	*Include a summary of their responsibilities.*
Laura	Managing the project, visiting c+s forums to talk to committee members about aims etc
Comms team	Help with phrasing, promoting C+S, emails etc
Activities team	Additional support with encouraging C+S, help organize daytime events
Commercial Services Team	Help societies organize evening events

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

- May help Activities team reach KPIs
- TBC

Risks

Outline any potential issues or barriers (internal and external).	*Include a summary of how these might be mitigated.*
Finance – grant pots – if there are more societies and members, there is a greater demand on our limited resources and more committees will be unhappy with allocations	Encourage societies to seek external sponsorship and/or fundraise, make grant funding explicit in all training and C+S forums

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

TBC

Timescales TBC

An estimate of when project activities will happen.

What	When											Who
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	