



Job Description

Associate Student Adviser

Job Details

Job Title: Associate Student Adviser

Location: Remote

Pay: £15 - £30 per hour (depending on experience & qualifications, progression is possible)

Contract Type: Freelance | Contract | Flexible

Working Days: Both office hours and out-of-hours available

About Us

Alkhemy is a social impact company which has been created to support organisations representing and engaging students and young people. We aim to empower true student voice and ensure accessibility is at the centre of our work. We are highly experienced in the Higher Education and charity sectors but we also want to be respectfully disruptive to current practices

Job Information

We have partnered with over 35 Student Advice Services with our Adviser Programme in the last two years. It has been designed to support Students' Unions by offering advice and guidance capacity as a top-up service, interim cover, or the primary advisers for advice services.

Our partners look for associates to provide the following advice:

- Money matters
- Housing
- General wellbeing and signposting
- Academic advice
- Academic misconduct
- Case statistics review (taking a deep dive into SU's casework insight and creating reports/briefings)



Purpose of Role

Alkhemy are searching for experienced Student Advisers to add to our pool of associates and help us deliver this programme using your advice skills, knowledge and experience.

More information about the Alkhemy Adviser programme can be found [here](#).

We are looking for people who are **specifically experienced at working within a student advice service in a Higher Education** setting and have significant experience managing casework involving HE students. We need to know that our partners can trust that you can be parachuted into their service with minimal supervision, so this experience is key. You should also be comfortable with working with people and organisations on an interim, remote basis.

This work is flexible and freelance, we work with Associates that have all sorts of different work commitments, we therefore try to offer work to fit in with your life.

Interested? To register your interest email an up-to-date CV, your availability for work and a brief statement of your relevant skills and experience to hey@alkhemy.org.uk