



Job Description

Associate Student Adviser

Job Details

Job Title: Associate Student Adviser

Location: Remote

Pay: £15 – £25 per hour (depending on experience and qualifications, progression is possible)

Contract Type: Freelance | Contract | Flexible

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

About Us

Alkhemy is a family-run organisation that builds affordable, specialist capacity for the people and organisations who support and engage students. We work with students' unions, higher education providers, and charities, helping the talented, committed people who serve students to do their work well and sustainably, so that students get the quality of experience and support they deserve. We are highly experienced in the higher education and charity sectors, and we want to be respectfully disruptive to current practices.

Job Information

We have partnered with over 50 Students' Unions, Associations and Guilds through our Advice Support Programme. It has been designed to support advice services by offering advice and guidance capacity as a top-up service, interim cover, or as the primary advisers for a service.

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 an SU's casework insight and creating reports and briefings)

Purpose of Role

Alkhemy is 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.

We are looking for people who are **specifically experienced at working within a student advice service in a higher education setting**, with 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 working with people and organisations on an interim, remote basis.

This work is flexible and freelance. We work with associates who have all sorts of different work commitments, so we try to offer work that fits 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