

Athena SWAN Champions - Role Description

In order to ensure support and succession planning, each School in Queen's University should preferably have two SWAN Champions who are appointed from within the School and report directly to their Head of School (HoS).

The SWAN Champions are also members of the SWAN Champions Network (SCN) where they share best practice and communicate issues to be elevated to the institutional level via the SCN Chair.

With the support of the SAT, the School Co-Champions should work together to execute the following key responsibilities:

1. To take a leading role in working with the HoS and School SAT in the production of the School's SWAN submissions. This will include the collation, evaluation and presentation of data
2. To review data and provide a progress summary either annually, or mid-way through the Action Plan
3. To track and monitor the delivery of the School SWAN Action Plan, and report on progress to the SMB
4. To Chair the School SAT and ensure fair allocation of responsibilities and tasks
5. To implement ongoing review of practices and culture in the School in relation to key events and activities such as: Open Days, committee composition, invited speakers, named lectures and seminar series
6. To sit on the School Management Board, providing guidance and leadership on Gender Equality/SWAN issues and bring forward challenges if required
7. To attend and report to meetings of the SWAN Champions Network (outcomes of which are reported to the QGI Executive Committee and the Institutional SAT)
8. To work with the School SAT and other colleagues on SWAN/gender equality events
9. To actively promote the SWAN ethos, information, updates and activities throughout the School
10. To share gender equality best practice internally and externally

The following is not required of SWAN Champions:

1. To sit on every committee in the School. If SWAN representation is required or considered important, this responsibility should be shared among SAT members
2. To be the only conscience of the School
3. To be solely responsible for the delivery of a SWAN submission, the SWAN Action Plan or gender equality more generally for the School
4. To be responsible for delivering EDI across all School business
5. To be responsible for delivering diversity and inclusion in the curriculum
6. To act as a Bullying & Harassment Advisor or 'safe haven' for the School. There are policies in place to deal with such issues