**JOB DESCRIPTION**

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| **Job Title:** | Student Activities Coordinator |
| **Department:** | Student Communities |
| **Rate of Pay:** | £25,500 initially, with performance-related pay progression up to £28,578/year. |
| **Report To:** | Head of Student Communities |
| **Job Purpose:** | *To support a diverse and enriching programme of extracurricular opportunities at UCB, especially those that help students build strong social networks and belonging.* |
|  | To design and implement projects focused on building community at UCB.  To create vibrant student spaces on campus by delivering a diverse and engaging programme of activities that are accessible to a wide cross-section of UCB students.  To lead the development of enrichment activities for FE students and deliver them with the support of the Officers and staff team.  To support students to bring their ideas and projects to life including one-off events, campaigns and other student activities.  To provide administrative support to student-led groups, including:   * ongoing communication with student leaders; * support for creating a club/society; * assisting clubs/societies in organising events and activities; * providing training and development opportunities for group leaders * coordinating elections for group leaders, and; * administering funding requests in consultation with relevant elected representatives.   To design and implement initiatives that drive engagement in the Guild’s extracurricular offerings, in particular with those who may face barriers to engagement. The Coordinator will also work with other relevant staff to promote belonging amongst target groups of UCB’s Access and Participation Plan or to gather participation data that can influence the Guild’s advocacy function.  To design and deliver training and ongoing support programmes to student group leaders.  To provide support, advice and guidance to the Officer team, and particularly the Societies & Activities Officer.  To be a point of contact for students, staff and officers, directly dealing with enquiries, maintaining and developing effective communication methods.  To perform any other reasonable duties in consultation with the Head of Student Communities. |
| **Closing Date:** | 4PM, 2nd April 2025 |
| **Interview Date:** | On or around 9 April 2025 |
| **How to Apply:** | Please apply by completing our Applicant Questionnaire at <https://forms.office.com/e/DT1WweCuxi> and:   * EITHER: applying via the LinkedIn ‘Easy Apply’ button * OR: sending a CV to [guild.recruitment@ucb.ac.uk](mailto:guild.recruitment@ucb.ac.uk) |

**PERSON SPECIFICATION**

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| **Post:** | Student Activities Coordinator |
| ***Essential*** | |
| **Experience:** | |
| 1 | A developed understanding of professional working practices through previous roles |
| 2 | Building and maintaining strong and productive relationships with members, students and/or other stakeholders |
| 3 | Knowledge and/or experience of membership organisations |
| 4 | Supporting and/or managing teams of volunteers |
| 5 | Empowering and supporting individuals and/or groups to set achievable goals, understanding the importance of impact and success metrics to focus efforts |
| 6 | Successful experience of organising and coordinating events |
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| **Skills & Abilities:** | |
| 7 | Ability to work within a close team environment with staff and elected student officers |
| 8 | High level of written and oral communication skills |
| 9 | Ability to be organised and to work independently and flexibly in the interests of the team |
| 10 | Ability to prioritise competing tasks and manage a varied workload |
| 11 | Proven ability to take initiative and fix issues before they are assigned by a project team or manager |
| 12 | Ability to work and communicate confidently with a diverse range of  people and groups |
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| **Education & Qualifications:** | |
| 13 | Educated to a degree-level standard or equivalent experience relevant to the role |
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| **Knowledge:** | |
| 14 | An understanding of the issues affecting students and the Higher Education sector |
| 15 | An understanding of the representation and community systems used within Students’ Unions |
| 16 | An understanding of issues relating to students’ access and belonging within a college and/or University context |
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| ***Desirable*** | |
| **Experience:** | |
| 17 | Working in a Students’ Union environment and understanding of its  democratic values |
| 18 | Developing and delivering training programmes |
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| **Skills & Abilities:** | |
| 19 | IT proficiency including the use of Microsoft Office and knowledge of social media |
| 20 | Ability to use websites with content management systems |
| 21 | Ability to establish and maintain effective working relationships with a wide range of people within the University |
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| **Education & Qualifications:** | |
| 22 | Further study or relevant experience related to student representation systems and student voice |
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| **Knowledge:** | |
| 23 | An understanding of the issues affecting students and the Further Education sector |
| 24 | An understanding of asset-based community development |