

JOB DESCRIPTION

Job Title:	Community Engagement Coordinator
Department:	Student Communities
Rate of Pay:	£22,524
Report To:	Head of Student Communities
Job Purpose:	<p>To create and develop active and engaged student communities at UCB.</p> <p>To design and implement projects focused on building community at UCB.</p> <p>To create vibrant student spaces on campus by delivering a diverse and engaging program of activities.</p> <p>To support students to bring their ideas and projects to life including one-of events, campaigns and other student activities.</p> <p>To deliver to the Guild communications plan, ensuring we effectively communicate with our members and the wider student community.</p> <p>To design and implement initiatives that drive engagement with the student body, in particular with those who may face barriers to engagement, as outline in our access & participation plan.</p> <p>To provide support, advice and guidance to the Officer team.</p> <p>To be a point of contact for students, staff and officers, directly dealing with enquiries, maintaining and developing effective communication methods.</p> <p>To develop and maintain effective partnerships with the Guild, UCB and external groups.</p> <p>To support the delivery of the Guild's annual student leader elections.</p> <p>To perform any other reasonable duties in consultation with the Head of Student Communities.</p>
Closing Date:	Weds 28 th June 2023, 12pm
Interview Date:	Tuesday 4 th July 2023
How to Apply:	<p>Application packs are available from:</p> <ul style="list-style-type: none"> - Website at www.ucbguild.org.uk - E-mail from Nabeela Mowlana, Head of Student Communities, at nabeela@ucbguild.co.uk <p>All application forms must be returned electronically to guild.recruitment@ucb.ac.uk</p>

PERSON SPECIFICATION

Post:	Community Engagement Coordinator
<i>Essential</i>	
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	Conducting research, reporting data, and compiling reports
5	Empowering and supporting individuals and/or groups to meet their goals, understanding the importance of impact and success metrics to focus efforts
6	Successful experience of organising and coordinating events
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
Education & Qualifications:	
13	Educated to a degree-level standard or equivalent experience relevant to the role
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 equality, diversity and inclusion
<i>Desirable</i>	
Experience:	
17	Working in a Students' Union environment and understanding of its democratic values
18	Managing/coordinating a team of volunteers
19	Developing and delivering training programmes
Skills & Abilities:	
20	IT proficiency including the use of Microsoft Office and knowledge of social media
21	Ability to use websites with content management systems
22	Ability to establish and maintain effective working relationships with a wide range of people within the University
Education & Qualifications:	

23	Further study or relevant experience related to student representation systems and student voice
Knowledge:	
24	An understanding of the issues affecting students and the Further Education sector
25	An understanding of asset-based community development