

<b>Post Title:</b>	Community Engagement Coordinator
<b>Responsible To:</b>	Community, Advice & Support Manager via the Senior Community Engagement Coordinator
<b>Responsible For:</b>	Student Staff Team (as appropriate)
<b>Grade:</b>	Guild Grade B

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**Organisation:**

Community, Advice & Support department working collectively with colleagues delivering the Guild's student advice, community engagement and student wellbeing and lifestyle campaigns and activities. The Community, Advice & Support Department is part of the Community & Representation Directorate.

**Job Purpose:**

The Community Engagement Coordinator role is to support the delivery of the Community, Advice & Support departmental plan. We expect Coordinators to help to create an inclusive and engaging environment for all.

The role is required:

- To support students by delivering Community Engagement projects.
- To work with the Senior Community Engagement Coordinator and other stakeholders to further develop and improve Community Engagement projects.

Success in the role will require a highly student and customer focused approach together with an emphasis on teamwork. The role involves collaboration with internal and external stakeholders, acting as a positive ambassador for the Guild and facilitating under-represented groups to find a comfortable place here. Supporting a culture of ambitious targets and a positive team spirit are also key. Coordinators are expected to follow the Guild's competency framework, which should be read in conjunction with this job description.

## Key Role Responsibilities:

1. To work with the Senior Community Engagement Coordinator and Community, Advice & Support Manager to ensure the effective delivery and implementation of Community Engagement projects.
2. To run the day to day operations of a broad range of activities and initiatives within the local community that promotes positive relations between students and the local community.
3. To support the development and planning of initiatives as requested by the Senior Community Engagement Coordinator.
4. To develop and maintain effective working relationships with student staff, local community members and the student body.
5. To attend Community meetings as appropriate in relation to the work of the Department
6. To supervise, train and develop the student staff team.
7. To work evenings and weekends as appropriate to ensure effective engagement with the local community events determined by the Senior Community Engagement Coordinator.
8. To establish a network of contacts at local, regional and national levels as necessary.
9. To undertake appropriate training including accredited training and personal development as required for the role.
10. To identify improvements and recommend these to the Senior Community Engagement Coordinator & Community, Advice & Support Manager for consideration.

## General Duties:

1. To undertake appropriate induction and ongoing training and personal development, as required for the role.
2. To adhere to all Guild policy with reference to HR, staffing, health and safety, data protection, environmental and any other specific Guild Policy which impacts upon your role or that of the team.

3. To be familiar with the Guild's competency framework, striving always to demonstrate the positive behaviours which drive the highest standards of personal and organisational performance in supporting our students. Grade B Coordinators should be developing within level 1 of the six competencies (Student and Customer Focus, Accountability, Results Focus, Inclusivity, Communication and Teamwork) which is designed to support staff to achieve high performance
4. To act as a role model in portraying a positive image of the Guild both internally and externally, acting as an ambassador and displaying high standards of personal integrity and professionalism.
5. To support the work of the Community, Advice & Support team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
6. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

## Person Specification: Community Engagement Coordinator

You must be able to demonstrate in your application that you have;

QUALIFICATIONS	Essential	Desirable
Good general education to A level, including Maths and English at least to GCSE or equivalent.	✓	
KNOWLEDGE AND EXPERIENCE	Essential	Desirable
Knowledge and understanding of key areas relating to community work.	✓	
Experience of successfully working within a team to deliver a project.	✓	
Experience of developing and maintaining relationships with internal and external stakeholders	✓	
Experience of engaging with students/ and or local communities.	✓	
Experience of supporting the delivery of a large scale event	✓	

An understanding of the current issues facing Higher Education students		✓
<b>SKILLS AND ABILITIES</b>	<b>Essential</b>	<b>Desirable</b>
Ability to effectively promote and support the delivery of a service	✓	
Ability to present information clearly and concisely in writing or verbally, with excellent written and spoken English	✓	
Information gathering skills, for example acquiring knowledge of relevant student issues	✓	
Ability to work using own initiative	✓	
Good IT skills including proficiency in Microsoft Office including word processing and spread sheets	✓	
Ability to communicate effectively with students or members both in one-to-ones and in groups	✓	
Ability to take a constructive and co-operative approach to solving problems	✓	
Ability to balance the needs of individuals and team/organisation	✓	
Ability to contribute to organisation-wide initiatives	✓	
<b>PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>
Motivated by working in a student-led, democratic workplace	✓	
<b>Student &amp; Customer focus:</b> Keeps student leadership and the needs of students and customers at the heart of activities	✓	
<b>Accountability:</b> Takes personal responsibility for the important role they play in the Guild's work and in wider society	✓	
<b>Results Focus:</b> Strives for the best results – gets things done on time and to a high standard	✓	
<b>Inclusivity:</b> Values diversity - works to create an inclusive and engaging environment across all our activities and services	✓	
<b>Communication:</b> Communicates clearly and appropriately to people across our students' union and outside	✓	
<b>Teamwork:</b> Builds good relationships and works effectively with a range of people to deliver our shared goals	✓	