

**Post Title:** Student Activities Coordinator (Events and Engagement)

**Responsible to:** Student Activities Manager

**Responsible for:** Student Staff Team (as appropriate)

**Grade:** Guild Grade D

## Organisation:

This role is part of the Student Activities department working collectively with colleagues delivering the Guild's student groups, societies, activities and volunteering work as part the Engagement Directorate, whilst leading on on the development of engagement opportunities for growth within the organisation and in collaboration with university stakeholders.

## Job Purpose:

The Student Activities Coordinator (Events and Engagement) role is to support the delivery of the Student Activities departmental plan, analysing engagement data and creating new engagement opportunities. Acting as a role model for the required standard of values, behaviour and performance, we expect Coordinators to help to create an inclusive and engaging environment for all.

The role is required:

- To work with the Student Activities Manager to lead on the development and delivery of department outreach activities and events to increase engagement (e.g. Give It a Go)
- To proactively target and engage all students in Guild related activities and events, including University led initiatives where applicable.
- To analyse data and work closely with the Student Activities Manager to develop and deliver plans to grow student engagement including seeking and supporting new student groups.

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 the evaluation and promoting a positive team spirit are also key. Coordinators are expected to act as role models for the Guild's competency framework, which should be read in conjunction with this job description.

## Key Role Responsibilities

1. To work with the Student Activities Manager to lead on the development and delivery of department outreach activities and events to increase engagement (e.g. Give It A Go)
2. To proactively target and engage all students in Guild related activities and events, including University led initiatives where applicable.
3. To analyse data and work closely with the Student Activities Manager to develop and deliver plans to grow student engagement including seeking and supporting new student groups.
4. To build relationships and work collaboratively with University stakeholders on engagement opportunities
5. To maintain records and oversight of project, event and activity budget/s and report to the Student Activities Manager.
6. To develop evaluations of the success of the Student Activities Departmental Plan
7. To develop and effectively support implementation of a project, event and activity marketing plans.
8. Develop evaluation and monitoring systems, to report on events, activities and departmental engagement.
9. To identify key collaboration opportunities between the Guild and University Colleges and Schools that increase engagement of students with activities and events.
10. To work with the Officer team to support engagement with departmental activities and initiatives.



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11. To supervise, support and develop relevant staff and volunteers within Student Activities, ensuring effective recruitment, induction and development in line with the Guild's policies and competency framework
12. To assist the Student Activities Manager with preparing the budget and to be responsible for reporting on it, maintaining accurate records of activity and expenditure in accordance with the Financial Procedures Manual
13. To actively look for ways to work smarter and to identify improvements, such as efficiencies or service enhancements through research and other evidence sources, and to recommend these to the Student Activities Manager for consideration.
14. To develop and maintain effective working relationships key internal and external stakeholders.
15. To affiliate to relevant bodies and establish a network of contacts and related service providers at local, regional and national levels, as necessary.

### **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 6 roles should be developing within level 2 of the six competencies (Student and Customer Focus, Accountability, Results Focus, Inclusivity, Communication and Teamwork).
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 Student Activities Manager and the wider work of the department, 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.

March 2024



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## Person Specification: Event & Engagement Coordinator

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

	Essential	Desirable
<b>QUALIFICATIONS</b>		
Good general education, typically to degree standard, including Maths and English at least to GCSE or equivalent	✓	
Recognised management training or qualification		✓
<b>EXPERIENCE</b>		
Experience of coordinating events and activities including risk management	✓	
Experience of successfully managing a team to achieve service or deliver objectives.		✓
Experience of working within policies and procedures	✓	
Experience of developing and maintaining relationships with internal and external stakeholders	✓	
Experience of working with and monitoring a budget	✓	
Experience of managing or supervising staff and volunteers		✓
Experience of working effectively with others on cross-organisational projects and issues	✓	
Experience of empowering others to create positive change		
Experience of designing and delivering training	✓	
Experience of project management or impact tracking	✓	
Experience of student engagement and involvement		✓
<b>SKILLS AND ABILITIES</b>		
Knowledge of legislation and policy relating to events and activities		✓
Strong interpersonal skills	✓	
Ability to use standard office software including spreadsheets	✓	
Ability to gather information, research issues and compile reports/recommendations	✓	

Ability to present complex information clearly and concisely in writing or verbally, with excellent standards of written and spoken English	✓	
Knowledge and understanding of the current issues facing students in Higher Education	✓	
Ability to effectively promote, deliver and evaluate a service	✓	
Ability to work using own initiative	✓	
Ability to work effectively within a democratic structure	✓	
Ability to take a collaborative approach to solving problems	✓	
Ability to communicate effectively with students 1-2-1 and in groups		
Ability to balance the needs of individuals and team/organisation	✓	
Ability to encourage excellence and a learning and support development culture	✓	
Ability to promote and market a service or programme	✓	
Knowledge and understanding of the current issues facing students in Higher Education		✓
<b>PERSONAL QUALITIES</b>		
Motivated by working in a student-led, democratic workplace	✓	
<b>Inclusivity</b> - celebrates and supports equality and diversity and acts as a role model in creating a welcoming and inclusive environment	✓	
<b>Student &amp; Customer Focus:</b> Highly responsive to students' issues and concerns, and driven to improve service delivery	✓	
<b>Teamwork:</b> Open and approachable - able to engage students and colleagues at all levels	✓	
<b>Results Focus:</b> Flexible approach - able to modify plans to achieve the best outcome	✓	
<b>Results Focus: Resilient</b> – can maintain direction and support colleagues in difficult situations	✓	
<b>Motivational Leadership:</b> Inspires, coaches and supports people to achieve their best	✓	
<b>Accountability:</b> Attention to detail, follows-up on actions and opportunities to improve	✓	
<b>Communication:</b> Able to present a case confidently and persuasively	✓	