

Job Description & Person Specification: Student Engagement Co-ordinator

Salary: £23,912 - £27,682 (Grade 4a)

Hours: Full time (35 hours per week)

Reporting to: Student Engagement Manager

Accountable to: CEO/Board of Trustees/Students

About the Students' Union

We are a small, driven team working at a fast pace, that values autonomy, creativity, professionalism, and quality. Our students trust and value the engagement and commercial services we provide and use them to have a great everyday experience at Edge Hill University.

We all have a commitment to the success of our students, and we expect everyone in the team to share that goal.

About the Role

The Student Engagement Coordinator will support the recruitment and development of our student representatives, ensure the success of our faculty student forums and wider democratic structures, and enhance our wider faculty engagement activity and opportunities.

Working closely with the Elected Officers and student union staff, your role will contribute to improved engagement with students and secure positive student-led change at the University.

About You

You will have a proven track record of delivering an excellent service in a fast-paced environment, as well as high-level organisation skills with a focus on planning ahead and anticipating the workload of the wider team.

You will have excellent communication and teamworking skills and be committed to your own development as an Engagement Coordinator to make a positive contribution, enhancing the service offered by the Engagement Team.

Main Responsibilities

- Assist in the development and management of the Student Engagement Services functions for the Union, ensuring effective and efficient delivery of a range of innovative, inspirational opportunities for students.
- To assist in the development of the Union's Student Engagement Strategy, ensuring that the Union has a coordinated, multi-dimensional approach to delivery.
- Communicate the Union's Engagement offering to large student groups.
- To build and maintain relationships and identify key staff members within the University and other external stakeholder groups to achieve student-led changes.
- To work closely within an assigned Faculty, building up a strong knowledge base of the students within that faculty, their programmes, key staff members and common challenges that students in that faculty may face.
- Actively promote achievements, developments, general activity or progress against aims of student groups and campaigns to the University through the internal reporting structures.
- Support and advise campaigning elected officers and other students to develop strategies to achieve their goals, assisting in designing creative campaign tactics to influence key decision-makers, and supporting with research when needed.
- To support Elected Officers in the reporting and analysis of their work.
- Build knowledge in all topics Higher-Education focussed, keeping staff and student leaders updated, and assist with opportunities for research and collaboration with other organisations.
- Take an enabling approach to student committees and assist in those committees reaching their objectives each year.
- Support the development and delivery of key student engagement events, such as Welcome Fairs and Open Days.
- Maintain and develop student communities both online and offline and support the amplification of the voices in the student community that are under-represented through various communication and delivery methods.
- Develop and build on existing training and workshops that benefits committees of student groups such as clubs, societies and campaigns.
- Help support the growth of student engagement and volunteering opportunities at Edge Hill Students' Union.

- Assist in planning events and activities for students to help their growth and development, including delivering the annual students' union awards and society elections.
- Assist in the development and management of society processes ensuring effective and efficient delivery of a range of innovative, inspirational opportunities for students.
- Be confident in administration of duties using a range of IT software and systems.

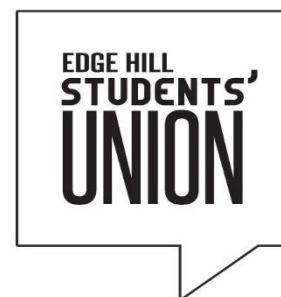
General

- To comply with all Health and Safety legislation, undertaking relevant training as required.
- To comply with GDPR legislation and adhere to the Union's data and privacy policy at all times.
- To remain up to date with the Union's policies and procedures, completing relevant training as required.
- To participate proactively in the annual staff development review process.
- Where resources allow, to undertake relevant professional development training.
- To work proactively towards achieving the Union's strategic aims.
- To occasionally work weekends and evenings, according to organisational needs.

This list is not exhaustive and other duties commensurate with the role may be assigned at the discretion of the Chief Executive.

(Assessment Criteria: A = Application, I = Interview, P = Presentation, T = Test)

Person Specification				
Qualifications		Essential	Desirable	Assessment Criteria
1	Good general education, typically to degree standard (or equivalent professional experience)	*		A
Experience		Essential	Desirable	Assessment Criteria
2	Understanding of the role of student representation and student unions, and of the importance of an effective academic representation structure for students.		*	A/I
3	Experience in report writing or producing policy documents or papers.	*		A/I
4	Project management experience.	*		A/I
5	Experience of working within Higher Education/Student Unions and working with elected officers/individuals.		*	A/I
6	Experience of evidence-based campaigning and lobbying		*	A/I
7	Experience building and maintaining diverse communities online or offline.	*		A/I
Skills & Knowledge		Essential	Desirable	Assessment Criteria
6	Experience in devising, delivering and evaluating training.	*		A/I
7	Excellent oral and written communication/presentation skills.		*	A/I
8	Ability to plan, deliver and review events.	*		A/I
9	Ability to manage and prioritise busy workloads, deliver to deadlines and work effectively under pressure.		*	A/I
10	Competent in IT with a good practical knowledge of Microsoft Office, and the importance of GDPR and Data Protection.	*		A/I
11	Capable of working both independently and as part of a team	*		A/I
12	Excellent problem-solving skills, able to structure work in an organised way and effectively manage own time.	*		I
13	Ability to take in large amounts of information and disseminate for a collection of different groups and stakeholders	*		I



Values & Behaviours		Essential	Desirable	Assessment Criteria
18	Commitment to equality, diversity and inclusion principles and passion for always demonstrating high standards of personal integrity.	*		I
19	Resilient, steadfast, and open to working in an environment of growth and change.	*		I
20	Self-motivated and committed to continuous professional development.	*		I
21	Commitment to working as part of a team and the democratic ethos of the Union.	*		I

Signed (the Employee)

Print Name

Date

**Signed (on behalf
of Edge Hill Students'
Union Limited)**

Print Name

Date