

2026 RECRUITMENT PACK

Student Engagement Co-ordinator





CONTENTS

We've pulled together this recruitment pack to give you everything you need to know about the job, Ormskirk and Edge Hill Students' Union.

3. About EHSU

4. Who we are & Where we are

5. What we do

6. Staff Benefits

7. How we're structured

8. About the role

9. How to Apply

10. Inclusion



ABOUT EHSU

We're a charity led by students, for students. We deliver events, campaigns, societies and support to help over 16,000 students at Edge Hill thrive.

Regardless of background or ambition, EHSU is here to help our members connect, belong and achieve.

We're inclusive
& accessible

We're fired up
to make
change happen

We make EHU
better for
everyone

We empower
individuals and
groups



WHO WE ARE

We are a diverse team of staff and students, working together to create positive change for the student community at EHU. Our team includes both full-time and part-time staff as well as student representatives who bring their lived experiences to the table.

At the heart of our work are our elected officers, who represent students from the Universities three Faculties:

- **The Faculty of Health, Social Care & Medicine**
- **The Faculty of Arts & Sciences**
- **The Faculty of Education**

Together, we collaborate to ensure that students' voices are heard, their needs are met, and their university experience is the best it can be.



WHAT WE DO

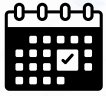
We are the recognised representative channel for students, and we work closely with our elected officers across the University's three Faculties to ensure student issues are represented and voiced.

We offer free, professional, advice, guidance and support to students covering areas such as academia, finances, housing and wellbeing.

We organise activities, societies, and social events both on and off campus, which is funded by money spent at our SU Building, on-site Subway and retail shops.



OUR STAFF BENEFITS



Annual Leave: 25 days + bank holidays and extra days holiday at Christmas.



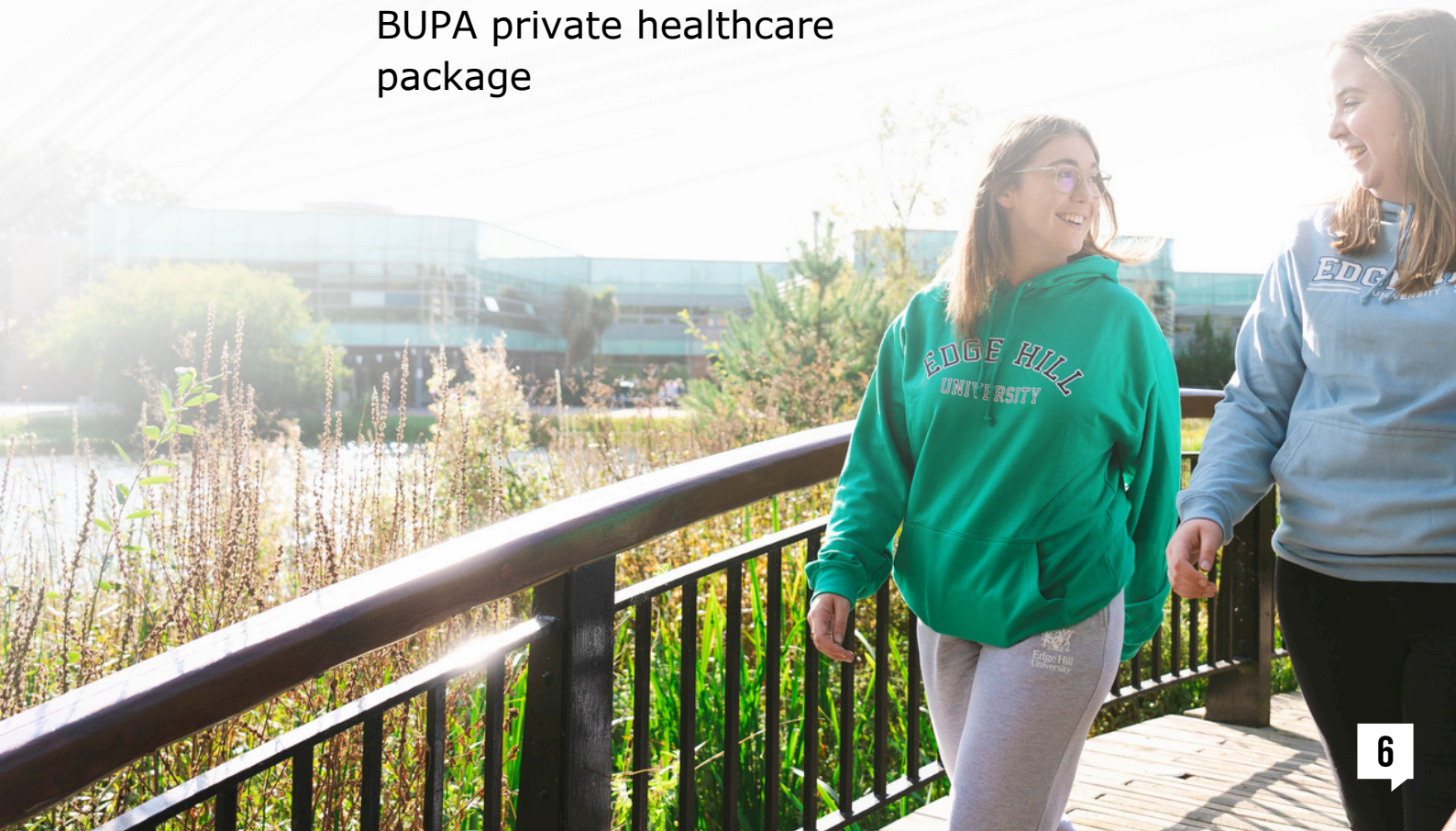
Workplace Pension: 3% Employee to 5% Employer contribution



Training & Development:
Access to training and development through annual PDR process



Wellbeing: Occupational Sick Pay & access to our BUPA private healthcare package



HOW WE'RE STRUCTURED

STUDENTS

BOARD OF TRUSTEES

ELECTED OFFICERS

CEO

**FINANCE
& PEOPLE**

**MARKETING
& COMMS**

**MEMBERSHIP
SERVICES**

**ADVICE &
GUIDANCE**

ABOUT THE ROLE



Job Title	Student Engagement Co-ordinator
Reporting to	Head of Membership Services
Salary	<i>£25,976 - £27,163 (Appointments are normally made at the bottom of the pay scale [£25,976], with the opportunity to progress through the grade in line with our pay policy)</i>
Working hours	35hrs per week
Closing date for applications	Sunday 6th September- 23:59pm

ROLE DESCRIPTION

We are a small, driven team working at a fast pace, valuing autonomy, creativity, professionalism, and quality. Our students trust and value the engagement and commercial services we provide, which contribute to a positive everyday experience at Edge Hill University.

We are united by a shared commitment to student success and take pride in the role our work plays in supporting it.





ABOUT THE ROLE

As part of an exciting new direction for the Students' Union, we're investing in a Student Engagement Co-ordinator to help build thriving student communities across Edge Hill University. You'll play a vital role in supporting societies, student leaders and engagement activities, ensuring students have the tools, guidance and opportunities they need to create an outstanding university experience.

Working as part of the Membership Services team, you will provide high-quality administrative and operational support for the Students' Union's societies, student leaders and engagement activities.

You'll help ensure our student groups have everything they need to succeed - from setting up new societies and supporting committee members, to coordinating room bookings, managing risk assessments, maintaining digital systems and providing day-to-day advice and guidance.

The role is central to creating a positive student experience by making it easy for students to get involved, organise activities and build thriving communities across the University.





ABOUT YOU

ABOUT YOU

You're highly organised and enjoy helping others succeed.

You thrive in busy environments where no two days are the same, and you're equally comfortable answering student enquiries, coordinating events, maintaining systems and improving processes.

You enjoy working with people, solving practical problems and finding ways to make services run more smoothly.

Above all, you're passionate about creating opportunities that enable students to make the most of their university experience.

*[Please make sure to read the full Job Description and Person Specification on our **website** to get more information on what this role is all about!]*



HOW TO APPLY

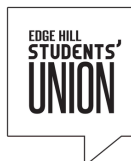
HOW TO APPLY...

For more information regarding this role, please see the full job description and person specification [here](#).

To apply for this role please [click this link](#) to visit our website, and click the “Apply” button beneath the relevant role.

If you have any questions about the process or would like an informal chat about the role itself, please reach out to: **Daniel Morana - Head of Membership Services - moranad@edgehill.ac.uk**





OUR COMMITMENT TO INCLUSION

Our objective is to build an organisational culture that thrives on the contributions of our talented workforce, their innovative ideas, extensive knowledge, unwavering dedication and strong enthusiasm. We make efforts to attract talented individuals and make significant investments in every stage of their employment journey.

We actively celebrate difference, and respect everyone's individuality and identity. We welcome applications from candidates; irrespective of age, disability, gender, marriage or civil partnership, race, religion or belief, pregnancy and maternity, sex or sexual orientation.

Our commitment is to create an inclusive, equal, diverse and fair workforce, which we believe represents the people here at Edge Hill Students' Union.