

Student Engagement Coordinator

Salary: £20,510

35 hours per week

Full Time, Permanent

Edge Hill Students' Union is a membership organisation – everything we do is shaped by students and supported by our dedicated team. We have an ambitious strategic plan which seeks to create the best student experience we can for as many students as possible, and we are here to make sure ALL Edge Hill students voices are heard, valued and acted upon.

One of the ways we try to achieve this vision is by supporting students to get involved in opportunities at the Union, including campaigning, attending University meetings, utilising the course representative system to full effect and starting up new societies. Our Engagement Team plays a pivotal role, listening and responding to the entire student body. As one of our Student Engagement Coordinators, you will work closely with the Elected Officer Team, coordinating and administrating projects within the team.

Edge Hill Students' Union has a proven track record in ensuring staff reach their full potential and career aspirations through a comprehensive programme of CPD and career progression opportunities.

The successful candidate will have:

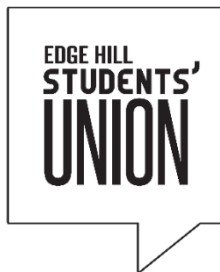
- A proven track record of delivering an excellent service in a fast-paced environment.
- High-level organisation skills with a focus on planning ahead and anticipating the workload of the wider team.
- Excellent communication and teamworking skills.
- A commitment to their own ongoing development as an Engagement Coordinator to make a positive contribution, enhancing the service offered by the Engagement Team.

Closing date for applications: Thursday 10th June 2021 at 1pm

Interview date: W/C 21st June 2021

Application packs are available on the Edge Hill Students' Union website at <https://www.edgehillsu.org.uk/main-menu/work-for-us>. Completed application forms should be emailed to suvacancies@edgehill.ac.uk or by post to HR Department, Edge Hill Students' Union, St Helen's Road, Ormskirk, Lancashire, L39 4QP.

Edge Hill Students' Union is an equal opportunities employer.



JOB DESCRIPTION

Job title	Student Engagement Coordinator
Salary	£20,510
Contract type	Full Time, Permanent
Reporting to	Department Manager

Job Purpose

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 and accountability with students and secure positive student-led change at the University.

Key Duties and 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.
- Help support the growth of student engagement and volunteering opportunities at Edge Hill Students' Union.
- Actively promote achievements, developments, general activity or progress against aims of student groups and campaigns to the University through the internal reporting structures.
- Develop and build on existing training and workshops that benefits committees of student groups such as clubs, societies and campaigns.
- Communicate the Union's Engagement offering to large student groups.
- 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.
- 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.
- Support the development and delivery of key student engagement events, such as Welcome Fairs and Open Days.
- Advise campaigning students and support with research when needed.

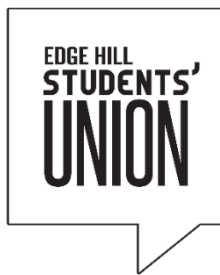
- Take an enabling approach to student committees and assist in those committees reaching their objectives each year.
- Administration duties using a range of IT software.
- To support Elected Officers in the reporting and analysis of their work.

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.

Additional Notes

The above duties and responsibilities are not exhaustive and may evolve over time. You may also be asked to undertake such other duties as may be reasonably required and which are commensurate with the nature and grade of the post.



PERSON SPECIFICATION

Selection Criteria	Essential	Desirable
Education & Qualifications		
Good general education, typically to degree standard (or equivalent professional experience)	✓	
Understanding of University life		✓
Experience & Knowledge		
A knowledge of/interest in the Higher Education Sector	✓	
Understanding of the role of student representation and student unions	✓	
Understanding of the importance of an effective academic representation structure for students	✓	
Experience of working within Higher Education/Student Unions and working with elected officers/individuals		✓
Experience of evidence-based campaign and lobbying		✓
Experience building and maintaining diverse communities online or offline		✓
Skills		
Experience in devising, delivering and evaluating training		✓
Excellent oral and written communication/presentation skills	✓	
Experience in report writing and evaluating data	✓	
Experience in planning, delivering, and reviewing events	✓	
Ability to manage and prioritise a busy workload and work effectively under pressure	✓	
Computer literate and able to manage data in accordance with GDPR legislation	✓	
Experience in recruiting and working with volunteers		✓
Capable of working both independently and as part of a team	✓	
Ability to take a constructive approach to problem-solving	✓	
Sound administrative skills (MS office, email/web including developing and maintaining accurate records)	✓	
Personal Qualities		
Understanding of and commitment to equality and diversity principles	✓	
Personal resilience when working in a changing environment	✓	
Self-motivated and committed to continuous professional development	✓	
Ability to take in large amounts of information and disseminate for a collection of different groups and stakeholders	✓	
Commitment to working as part of a team and the democratic ethos of the Union	✓	
Attention to detail	✓	
Other		
Able to work occasional evenings and weekends	✓	
Willingness to travel to other Edge Hill Campuses on occasion	✓	