

<b>Job title:</b>	Student Communities Coordinator
<b>Department:</b>	Student Engagement
<b>Salary:</b>	Students' Union Grade A (£24,932 - £27,520)
<b>Hours of work:</b>	Full-time, 37.5 hours per week
<b>Responsible to:</b>	Student Communities Manager

**Preamble:**

Sunderland Students' Union (Your SU) is at the final stages of the Democracy & Governance review due to complete in December 2024. The review is being led by external consultants at Counterculture. The review has included consultation with Your SU Staff, university stakeholders and most importantly, students.

Current findings of the review are indicating the need for Your SU to make a clear shift from the more traditional styles of SU democracy, facilitating instead, a community organising model. This new vision forms a key part of our incoming strategic refresh 2025-28.

Community Organising within a Students' Union context is the mobilisation of students to collectively address common issues or areas of passion e.g. catering on campus, housing crisis, environmental sustainability. It aims to foster a sense of community, belonging, and self-advocacy, both on and off campus.

Where in the past coordinators have been responsible for specific areas such as societies, representation, campaigns and democracy, this new role seeks to combine these areas into faculty-based roles with joint responsibility for the success of the operational delivery coming out of the Your SU strategic plan.

**Purpose of Role:**

Student Communities Coordinators will support and deliver the vision of engaging students through community organising and mobilisation around a common interest or issue, resulting in an expansion and deepening of engagement between the broad range of students at our institution and Your SU.

These roles are responsible for driving the development of student communities based around common interests such as study, nationality, faith and fun. The ongoing support, reporting and facilitation of these communities is also a key part of the roles.

## **Accountabilities:**

- Enthusiastic advocate for student leadership, co-creation, and student mobilisation. Implementation of an effective operational plan that seeks to engage students in Your SU activity via the mobilisation of student communities and networks.
- Maintenance of strong relationships with staff and students at a faculty, school and course level, seeking to ensure positive practices of representation.
- Support student staff in the role of Community Organiser line managed by the Student Communities Advisor to mobilise and involve the wider student body.
- Contributing to a positive, high-performing and inclusive culture within the Student Communities Team.
- Developing and delivering high impact training with a particular focus on community building, student leadership and student-led events.
- Coordination of representation selection throughout the academic calendar.
- Supporting student leaders in a variety of roles such as Course Reps, Student Voice Reps, Society Leaders, Event Organisers and Campaigning.
- Create and implement relevant policies, procedures and resources for student communities.
- Coordinate the implementation of development plans, governing documents, membership growth strategies and student led event planning, ensuring effective monitoring.
- Support the union election process, ensuring the election is a free and fair process, particular care taken to ensure candidate welfare is at the heart of the process.
- Effective record keeping via data systems for tracking and managing student involvement and feedback.

## **Responsibilities and Duties:**

### **Delivery**

- Passionate about student engagement, leadership, and community building.
- Deliver the Your SU strategy and vision by putting community organising and student mobilisation at the heart of the student experience.
- Support students to bring their ideas, passions, campaigns and projects to life including one-off events.
- Strong organisational skills, including the ability to plan, coordinate, and deliver multiple projects or events.
- Engage elected officers and student leaders to amplify student voice and campaign for issues that matter most to students at the University of Sunderland.
- Increase the profile, and awareness, of opportunities for students to engage in student communities and related activities.
- Ensure effective delivery of student representation, regularly reviewing for continuous improvement including training and development of student leaders.
- Maintain and populate data systems and records relating to student leaders.

### **Relationships**

- Build and maintain positive relationships with academic staff at Faculty, School and Course level.
- Build rapport and relationships with students and student leaders.
- Ensure student feedback is collated and shared as appropriate.
- Actively support in facilitating officer led activity to enhance impactful engagement.

- Support and communicate with student staff in their delivery of community organising activities on campus.
- Collaborate with colleagues across Sunderland SU to involve students in co-creation, delivery and evaluation.

### **Compliance and Risk**

- Help ensure all activities within the Student Communities team are fully compliant with all Students' Union and relevant University policy and legislation including Education Act, OfS regulations, Charity Commission, Health and Safety, GDPR, licensing, fundraising and are fully insured.
- Ensure excellent operating standards within community organising and campaigning including the use of external quality marks where appropriate.
- Ensure the team adheres to strict procedures relating to room bookings and external speakers.
- Ensure risk assessments are in place for all relevant student activity, both on and off campus.

### **General**

- Contribute to a positive, high-performing and inclusive culture across the organisation.
- Help our elected officers achieve their manifesto commitments.
- Be enthusiastic advocates for student leadership and the organisation's values.
- Be the key SU contact for academic relationships.
- To actively engage in student-facing projects and activities of all kinds as required.
- Maintain an up-to-date understanding of relevant legislation and trends affecting us or our members.
- Undertake appropriate training, including in relation to Health and Safety and compliance.
- Be administratively self-supporting.
- Support with regular service reviews to ensure the Union is forward thinking in their approach and keeping with sector best practice.
- Maintain own professional networks and promote the Students' Union on a local / national level.
- Any other associated or similar duties that may be necessary as determined by your manager.

## Person Specification:

	Essential	Desirable	Method of assessment			
			A	I	T/P	D
<b>Qualifications/Knowledge</b>						
Evidence of ongoing CPD.	✓		✓			✓
Knowledge of legal/operational requirements and risks associated with student led activities and events.		✓	✓			
<b>Experience</b>						
Experience working with and supporting volunteers.	✓		✓	✓		
Relevant experience providing effective administrative support.	✓		✓	✓		
Experience of coordinating student led activity and events, including consideration of health and safety requirements.	✓		✓	✓		
Organising and delivering engaging and effective training.	✓		✓		✓	
Managing relationships with a variety of stakeholders in order to build influence and create change.	✓		✓	✓		
Undertaking primary research in order to inform organisational development.		✓	✓	✓		
Experience in a campaigning or community organising role.		✓	✓			

<b>Skills and Knowledge</b>						
	Essential	Desirable	A	I	T/P	D
Ability to work with and deliver for diverse communities of people.	✓		✓	✓	✓	
Excellent interpersonal skills and the ability to communicate effectively in a variety of ways and situations (including group situations).	✓			✓	✓	
Confident IT skills including using Microsoft Office and use of a variety of digital technologies.	✓		✓	✓	✓	
Excellent time management and organisational skills including consistency in meeting deadlines.	✓		✓	✓		

Ability to motivate and engage members to build active student communities.	✓		✓	✓		
Ability to establish positive work relationships, working effectively in a team and independently.	✓		✓	✓		
Ability to thrive in a busy, fast paced and change-driven environment.	✓			✓		
Knowledge of community organising.		✓	✓	✓		
Ability to work with minimum supervision, manage own workload, meet deadlines, determine priorities and deal with competing demands.	✓		✓	✓		
Able to respond positively to challenging situations and solve problems quickly and creatively.	✓			✓		
<b>Values and Behaviours</b>						
A demonstrable commitment to our organisational values.	✓			✓	✓	
Strong commitment to, and understanding of, the principles of equality, diversity and inclusion.	✓			✓	✓	
Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders.	✓			✓	✓	

**\*A = Application form, I = Interview, T/P = Test or Presentation, D = Documentary Evidence**

This job specification is non-contractual and is subject to alteration after consultation with the post holder.

**Reviewed:** October 2024