

JOB DESCRIPTION

Job title:	Senior Development Manager (Student Opportunities and Development)
Location:	The post will work primarily at John Moores Students' Union's main office (currently Mount Pleasant, Liverpool)
Working hours:	35-hours per week to be worked flexibly (annualised at 1820 hours per year), including occasional work on evenings and weekends
Salary:	£29,637 starting salary (Students' Union Grade 4/5: £29,637 - £32,378)
Department:	Student Opportunities and Development
Reporting to:	Director of Student Engagement
Staff reporting to this role:	Student Development Coordinators x3 Student Opportunities Student Staff

Job Purpose

To empower and support student leaders to develop, deliver and evaluate student opportunities at Liverpool John Moores University Students' Union (JMSU). These activities will provide a wide range of opportunities for students to engage in co-curricular activity, try new things, be part of communities and develop their leadership skills. This post will ensure student leaders are supported to be champions and ambassadors for the Students' union and that the Students' Union understands, and is able to communicate, the positive impact of student opportunities to our students and the University.

Accountabilities

The key accountabilities of the post holder will be:

- Ensuring that student group leaders are empowered and supported so they are able to develop fun, effective, inclusive and impactful student opportunities;
- Development and delivery of an operational plan for student opportunities and development that will contribute to overall delivery of the Students' Union strategy;
- Meeting relevant KPIs and targets set by the Board in relation to student opportunities and development within the agreed budget;
- Contributing, as a manager, to a positive, high-performing and inclusive culture across the Students' Union;
- Continuous and sustainable growth in the range of student opportunities available and number of students engaged;
- Ensuring a quality volunteering experience for student group leaders;
- Ensuring a framework, processes and support so that all student opportunities can be undertaken inclusively and safely;
- Ensuring the provision of high-quality development and recognition schemes to ensure that student leaders are developed and recognised for their contribution;
- Ensuring effective reporting, so the Students' Union can articulate the impact of student opportunities on student wellbeing, retention and employability.

Responsibilities

Strategy and Development

- Ensure the effective use of research and insight to inform the development of student opportunities.
- Working with the relevant Sabbatical Officer(s), develop and implement operational plans within student opportunities and development that contribute to the Students' Union's overall strategy.
- Ensure opportunities are constantly developing to improve accessibility, increase participation and remove barriers to engagement.

- Develop and implement a sustainable democratic system for student opportunities which is aligned to the Students' Union's culture and values.
- Develop and implement an evaluation framework in which students have the opportunity to influence and lead change within student opportunities and development.
- Develop and implement strategies for promoting the benefits of student opportunities – driving high levels of participation and involvement.

Leadership and Management

- Support, champion and role-model a high-performing, inclusive culture across JMSU.
- Manage staff within the team effectively providing coaching, 1-2-1s, support and performance management in line with the Students' Union's performance framework.
- Effectively manage the resources of the organisation including managing the activities of the team within agreed budgetary parameters.

Delivery

- Ensure that student group leaders receive excellent service and support from the team and are empowered to develop and grow their opportunities.
- Ensure a consistent framework and approach to support across all areas of student opportunities including societies, sport, volunteering and communities.
- Develop and monitor the framework that ensures (and satisfies stakeholders) that our student opportunities are procedurally, legally and ethically sound.
- Provide support and guidance in the development of new student opportunities and groups.
- Ensure risk assessments are in place for all relevant student opportunities.
- Ensure the development and delivery of an annual programme of high-quality training and development activities, resources and events for student group leaders.
- Ensure the creation and implementation of relevant policies and procedures for all student groups.
- Ensure the delivery of an effective recognition and accreditation process, that inspires and rewards student group leaders.
- Ensure the maintenance of an up to date, accurate database of student group leaders and students interested in student opportunities.
- Monitor and report income and expenditure for student opportunities against the approved budget and ensure that JMSU's financial regulations are adhered to.

Stakeholders

- Work in partnership with the relevant elected Sabbatical Officer(s) to ensure effective student input into planning and delivery and that plans contribute to the delivery of officer manifestos.
- Develop strong links with University departments to support and enhance opportunities for student groups to access support, facilities and resources across the University where required.
- Liaise with relevant University departments and contacts to promote the benefits and impact of student opportunities on University life – including attending relevant University committees as agreed.
- Manage strong relationships with relevant colleagues at other universities / students' unions to identify opportunities to collaborate and build partnerships.
- Working with the Marketing and Communications team to ensure effective promotion of student opportunities and collaboration on relevant Union-wide events i.e. Freshers.

Compliance and Risk

- Help ensure all events and opportunities are fully compliant with all JMSU and relevant LJMU policy, legislation including Education Act, health and safety, licensing, fundraising and are fully insured.

Other

- Help our elected Officers achieve their manifesto commitments.
- Be enthusiastic advocates for student leadership and the organisation's values.
- To actively engage in student-facing projects and activities of all kinds as required.
- Be administratively self-supporting.
- Maintain own professional networks and promote JMSU on a local / national level.
- May be required to work some weekends and evenings.
- Undertake any other duties and responsibilities commensurate with the post.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Evidence of ongoing CPD. • Relevant professional qualification (i.e. volunteer management and development) or equivalent experience. 	<ul style="list-style-type: none"> • Educated to degree level standard.
Experience	<ul style="list-style-type: none"> • Developing, implementing and evaluating operational plans. • Managing and coaching others to build high performance. • Communicating with a diverse range of people, both individuals and groups. • Working with and/or supporting volunteers to thrive in their role. • Developing and implementing activities and/or events. • Conducting risk assessments and coordinating budgets, financial systems and processes effectively. • Working collaboratively with a variety of stakeholders. 	<ul style="list-style-type: none"> • Working in a membership-led or democratic organisation. • Working with complex data systems and of using, analysing and interpreting data to produce reports and recommendations to others. • Building networks to generate new knowledge and opportunities. • Organising and delivering engaging and effective training.
Skills, Knowledge & Expertise	<ul style="list-style-type: none"> • Comprehensive knowledge of sector expectations, practices, and trends in student opportunities and development. • Excellent interpersonal skills and the ability to communicate effectively in a variety 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 team members to build a high-performing student opportunities and development team. • Able to establish positive work relationships, working effectively in a team and independently. • Able to thrive in a busy, fast paced and change-driven environment. 	<ul style="list-style-type: none"> • Expertise in the production or management of resources to support volunteer activities. • Able to respond positively to challenging situations and solve problems quickly and creatively. • Good understanding of best practice in relation to training design, delivery and evaluation. • Knowledge of the role and activities of Students' Unions.
Values & Behaviours	<ul style="list-style-type: none"> • A demonstrable commitment to our organisation's 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. 	

Date Completed:

June 2019