

# JOB DESCRIPTION

Job title:	<b>Student Development Coordinator (Societies)</b>
Location:	The post will work primarily at John Moores Students' Union's main office (currently Mount Pleasant, Liverpool)
Working hours:	35 hours to be worked flexibly, including occasional work on evenings and weekends
Salary:	£20,972 starting salary (Students' Union Grade 3: £20,972 - £25,049)
Department:	Student Opportunities and Development
Reporting to:	Senior Development Manager (Student Opportunities and Development)
Staff reporting to this role:	None, but extensive volunteer support including all student group leaders from societies.

## 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 coach and mentor student leaders to thrive in their volunteer roles and create a community of champions and ambassadors for the Students' union through their participation and involvement, fostering deeper engagement through a positive and transformative experience.

## Accountabilities

The key accountabilities of the post holder will be:

- Empowering and supporting student group leaders so they are able to develop fun, effective, inclusive and impactful student opportunities;
- Continuous and sustainable growth in the range of society opportunities available and number of students engaged;
- Delivering a quality volunteering experience for allocated student group leaders;
- Implementing a framework and processes so that society activities can be undertaken inclusively and safely;
- Providing high-quality development and recognition schemes to ensure that student leaders are developed and recognised for their contribution;
- Connecting student groups with relevant contacts and networks depending on their area of activities.

## Responsibilities

### Development

- Use research and evidence to inform the development of student leaders and new student opportunities.
- Identify, and implement, opportunities to improve accessibility, increase participation and remove barriers to engagement in student opportunities.
- Work with student leaders to ensure that every society has a long-term development plan in place focusing on how the activity can be enhanced and grown.

### Leadership and Management

- Support, champion and role-model a high-performing, inclusive culture across JMSU.
- Act as a mentor and coach for student group leaders – providing high support and high challenge to deliver excellent performance.

### **Delivery**

- Provide 1-2-1 support and guidance for student group leaders in societies, helping to empower them in developing their activities.
- Ensure the creation and implementation of risk assessments for societies to enable activities to be carried out safely.
- Deliver an annual programme of high-quality training and development activities, resources and events for student group leaders.
- Create and implement relevant policies and procedures for student groups.
- Develop and deliver 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 societies.
- Provide support and guidance in the development of new student groups.
- Ensure systems are in place for planning and booking travel for society activities and events where relevant.
- Administer and monitor income and expenditure for societies against the approved budget and ensure that JMSU's financial regulations are adhered to.

### **Stakeholders**

- Develop strong links with University departments to support and enhance opportunities for societies to access facilities and resources where required.
- Liaise with academic departments to support and facilitate opportunities for the growth and development of academic societies.
- Liaise with any relevant National Governing Bodies to facilitate opportunities for societies to connect to wider networks and groups relating to their activities.
- Manage strong relationships with student opportunities coordinators at other universities / students' unions to identify opportunities to collaborate and build partnerships.

### **Compliance and Risk**

- Help ensure all events and activities 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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of ongoing CPD.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level standard.</li> <li>• Qualification in volunteer development such as ILM level 3, or other relevant development qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with and motivating students or volunteers.</li> <li>• Communicating with a diverse range of people, both individuals and groups.</li> <li>• Working in partnership with other organisations.</li> <li>• Participating in clubs, societies and/or student groups / communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a membership-led or democratic organisation.</li> <li>• Delivering effective publicity and recruitment campaigns.</li> <li>• Building networks to generate new knowledge and opportunities.</li> <li>• Organising and delivering engaging and effective training.</li> </ul>
<b>Skills, Knowledge &amp; Expertise</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and the ability to communicate effectively in a variety ways and situations (including group situations).</li> <li>• A commitment to supporting, enabling and celebrating volunteering as part of the student experience.</li> <li>• Confident IT skills including using Microsoft Office and use of a variety of digital technologies.</li> <li>• Excellent time management and organisational skills including consistency in meeting deadlines.</li> <li>• Able to be flexible and resilient in response changing priorities and challenges.</li> <li>• Able to establish positive work relationships, working effectively in a team and independently.</li> <li>• Able to thrive in a busy, fast paced and change-driven environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in the production or management of resources to support volunteer activities.</li> <li>• Knowledge of current trends, resources and regulatory information in relation to student opportunities.</li> <li>• Able to respond positively to challenging situations and solve problems quickly and creatively.</li> <li>• Good understanding of best practice in relation to training design, delivery and evaluation.</li> </ul>
<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to our organisation's values.</li> <li>• Strong commitment to, and understanding of, the principles of equality, diversity and inclusion.</li> <li>• Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders.</li> </ul>	

<b>Date Completed:</b>	July 2019
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