

**Job title:****Community Hub Project Coordinator**

DEPARTMENT: Social Enterprise/Student Development & Opportunities

DEPT PURPOSE: Student Development & Opportunities  
To lead, develop and coordinate the programme of opportunities, development and support for Sheffield Students' Union, expanding participation, removing barriers to access and ensuring a high-quality, consistent and coherent experience.

REPORTING TO: Director of Social Enterprise

**PURPOSE OF ROLE:**

The Community Hub Project is an initiative to provide free and sustainably sourced food and clothing to students on campus. It is a brand-new project as part of Sheffield Students' Union with 1 year of funding guaranteed.

The Community Hub Project Coordinator will lead the day-to-day operation of the hub, ensuring students can access free food, clothing, and workshops in a supportive and welcoming environment.

This role plays a key part in supporting student wellbeing, building community, and working in partnership with students, staff, volunteers, and external organisations.

**IN PARTICULAR:**

1. **Systems and Processes;** Coordinate the daily running of the Community Hub, including health and safety, stock management, and distribution. Ensure the hub operates in a safe, welcoming, and exciting way for all students. Ensure systems for food delivery, storage, and distribution in line with food hygiene and health & safety standards. Monitor usage, demand, and impact of the service, producing reports where required.
2. **Student Engagement and Support;** Create a positive and inclusive environment that encourages student engagement and reduces stigma around accessing support. Signpost students to relevant Students' Union, university, or external support services when appropriate. Work closely with student officers and representatives to ensure the project reflects student needs.

3. **Volunteers & Partnerships;** Recruit, train, and support student volunteers involved in the Community Hub. Build and maintain relationships with food suppliers, local charities, community organisations, student societies, and university departments. Identify opportunities for donations, partnerships, and sustainable sourcing of food.
4. **Promotion & Development;** Promote the Community Hub through Students' Union communication channels and events. Support the development of the project, identifying opportunities to expand services (e.g. cooking workshops, budgeting support, community meals). Contribute to funding applications, evaluations, and long-term sustainability planning.

<b>KEY RESPONSIBILITIES</b>	
<b>SYSTEMS AND PROCESSES</b>	
Health and Safety	To ensure the hub operates in a safe, welcoming, and exciting way for all students. Ensure systems for food delivery, storage, and distribution in line with food hygiene and health & safety standards.
Daily Logistics	To coordinate the daily running of the Community Hub, including stock management and food distribution. Monitor usage, demand, and impact of the service, producing reports where required.
Administration & record-keeping	To provide the administration required to support and enable the hub to functionally provide food for students, and create a safe space for the student community.
Data & reporting	To ensure accurate data is captured and records are maintained in relation to enquiries, usage, community engagement, participation, barriers to access, financial expenditure, and other data / outcomes as required, producing high-quality reports as and when requested.
Quality & compliance	To ensure administrative systems and procedures are compliant with relevant policies and good practice, delivering work in accordance with agreed objectives, relevant protocols or legislative frameworks,
<b>STUDENT ENGAGEMENT AND SUPPORT</b>	
Equality, Diversity and Inclusion	To create a positive and inclusive environment that encourages student engagement and reduces stigma around accessing support.

Information and Guidance	To ensure students receive appropriate and effective support and information through signposting to relevant Students' Union, university, or external support services when appropriate.
Student-Led Collaboration	To work closely and collaboratively with student officers and liberation facilitators to ensure the project reflects student needs.
Enquiries	To respond to all in-person and digital enquiries, ensuring accurate and timely information is provided in a friendly, accessible, and professional manner, and organising signposting and follow-up with team members as required, to provide a high-quality and efficient service.
<b>PROJECT MANAGEMENT AND DEVELOPMENT</b>	
Project Development and Longevity	Support the development of the project, identifying opportunities to expand services (e.g. cooking workshops, budgeting support, community meals). Contribute to funding applications, evaluations, and long-term sustainability planning.
<b>VOLUNTEERS AND PARTNERSHIPS</b>	
Volunteers	Recruit, train, and support student volunteers involved in the Community Hub.
Partnerships	Build and maintain relationships with food suppliers, local charities, community organisations, and university departments.
Sustainability	To actively support the reduction of the Students' Union's negative impacts and promotion of social justice in our student and wider communities. To ensure students' have relevant information surrounding how their food is produced and the sustainable journey it has been on.

### PERSON SPECIFICATION

Experience		Essential/Desirable
1	Experience working in a community, charity, or student-focused environment.	Essential
2	Experience working with food provision, food banks, or community kitchens.	Desirable
3	Experience recruiting or managing volunteers.	Desirable
4	Knowledge of food insecurity or student welfare issues.	Desirable
Skills/personal attributes		
5	Strong organisational and project coordination skills.	Essential

6	Excellent communication and interpersonal skills.	Essential
7	Ability to work sensitively with people from diverse backgrounds.	Essential
Qualifications		
9	Level 2 Food Hygiene Certification or willing to work towards	Essential