

JOB DESCRIPTION

Student Communities Coordinator



DEPARTMENT: Student Communities

PURPOSE: To lead and support the development, impact and operations of communities for University of Sheffield students, facilitating meaningful connections for students based on needs, identities and interests, expanding experiential opportunity and participation, removing barriers to access, and building student belonging.

REPORTING TO: Student Communities Manager

DIRECT REPORTS: Assistant and flex staff, as required.

PURPOSE OF ROLE: To coordinate, deliver and support projects, activities and events which build a sense of community and belonging for students, training, mentoring and supporting student leaders and volunteers to deliver successful initiatives, and providing advice and guidance.

- IN PARTICULAR:**
- 1. Student opportunities & development** - To support, train, mentor and advise students in the delivery of their groups, projects, events and activities, developing and supporting student leaders to deliver successful community-building initiatives.
 - 2. Projects, activities & operations** - To work in collaboration with student leaders and groups to deliver activities in accordance with relevant policies and procedures, legislative frameworks, and other guidance and targets
 - 3. Community development & belonging** - To coordinate the development of student communities in response to insights and feedback, maintaining relevant knowledge and relationships, developing new projects, processes, and initiatives, and contributing to new plans.

KEY RESPONSIBILITIES

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STUDENT OPPORTUNITIES & DEVELOPMENT	
Projects & events	To develop and deliver a range of high-impact community-building initiatives, and project support for student leaders, groups, communities, Officers and

	others, in relation to community-building events, activities and projects - aligned to the organisation's strategic priorities, student needs and interests, and coordinating and/or advising on aspects including recruitment, health and safety, legal compliance, marketing, financial management, and stakeholder relations.
Student leadership & development	To train, mentor and develop student leaders and groups to develop and deliver successful community-building activity, building student agency, autonomy and experiential development, whilst ensuring compliance with relevant policies, procedures and legal requirements, and providing quality advice and guidance.
Healthy student communities	To deliver and coordinate initiatives which support healthy, safe and productive student community habits and cohesion, fostering positive relations, active, healthy lifestyles and mindsets, mutual understanding, and adherence to relevant rules and regulations.
Promotions, recognition & celebration	To work closely with the Student Volunteering Team to oversee collation of relevant information, organise creative promotions, and coordinate celebration activities to support wide awareness of, and engagement with, opportunities, ensuring students are rewarded and recognised for their contributions, and providing support for articulating skills gained, and the wider benefits of engagement.
Line management	To provide line management support for Student Community Organisers and/or flex staff, as required, delivering training and ongoing support, enabling effective performance, accountability, and delivery of high-quality, high-impact projects.
PROJECTS, ACTIVITIES & OPERATIONS	
Policies & procedures	To deliver activity in accordance with relevant policies, processes and legislative frameworks, developing, maintaining and implementing knowledge, particularly in relation to health and safety, safeguarding, charity law, media law and licensing, contributing to policy development, and delivering to agreed targets, budgetary controls and other performance measures, as required,
Data, records & reporting	To oversee accurate records in relation to the number and type of activities, student participation, beneficiaries, financial expenditure, and other data as required, producing reports as and when requested,
Collaboration	To work in collaboration with relevant teams, in particular, Student Influence and Student Volunteering, to ensure effective coordination of activity and resources, sharing of information, priorities, projects and relationships and ensure a high-quality, streamlined experience for students and other stakeholders.
Equality, Diversity & Inclusion	To identify and remove barriers to participation, delivering and implementing initiatives which support the breadth and diversity of the student

	membership, particularly underrepresented and disadvantaged groups, to access and engage with activity that meets their needs and interests,
Sustainability	To actively support and deliver interventions which support reduction of the Students' Union's negative impacts and promotion of social justice in our student and wider communities.
COMMUNITY DEVELOPMENT & BELONGING	
Participation and engagement	To coordinate systems and processes to effectively monitor participation and engagement with programmes and activities, taking proactive action to address participation gaps in order to maximise student belonging.
Identifying & supporting new ideas	To support the ongoing success, safety, diversity, sustainability, and innovation of student groups and communities, working closely with Managers, the Student Development and Opportunities, Student Influence, and Data and Insights Teams to utilise available data and insights to monitor student, community and sector engagement and trends, identify gaps, opportunities and priority development areas, inputting into relevant department planning, and developing and introducing new activities, as appropriate.
Stakeholder relationships	To work closely with the Student Volunteering and Student Influence Teams to build and maintain successful stakeholder relationships/partnership opportunities, in particular with sector networks, external service providers and key University departmental staff, in the interests of effective promotion, development and delivery of opportunities, and with consideration to issues such as student aspirations and motivations, barriers to engagement, quality of experience and diversity of opportunity.
GENERAL DUTIES	
Consistent quality service	To be an active member of the Student Communities Team, maintaining knowledge of other areas and current priorities, and working with Students' Union colleagues to ensure a full effective service is provided at all times, providing cover as necessary.
Organisation brand	Contribute to the positive image of Sheffield Students' Union with students, the University, other stakeholders and staff.
Values	To uphold the Students' Union's values, promoting an inclusive and impactful organisational culture.
General duties	Other duties, as may be reasonably prescribed, appropriate to the grade and responsibilities of this post

WORKING HOURS & FTE:	1 FTE (based on 35 hrs pw)
SALARY BAND:	B

PERSON SPECIFICATION	
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Criteria	
Experience	
1	Experience of coordinating successful events, activities, and/or projects
2	Experience of supporting or managing volunteers
3	Knowledge and experience of developing activities or programmes leading to improved engagement, particularly with underrepresented groups or communities.
4	Knowledge and experience of delivering safe activities and events, working within and applying relevant regulations, legislative frameworks, policies and guidance, for example, health & safety, safeguarding, charity law, relevant financial regulations.
5	Knowledge and understanding of community-building, student leadership and development and the issues impacting students in a higher education setting
Skills	
6	Excellent organisational and time management skills with the ability to prioritise and multitask whilst maintaining attention to detail
7	Ability to support, advise and mentor others
8	Ability to manage budgets including monitoring expenditure, delivering activity within agreed budgets, and assessing value and viability
9	Excellent professional communication and team-working skills with the ability to collaborate, influence, and develop strong networks
10	Ability to create, deliver and evaluate training relevant to diverse contexts
11	Ability to work independently, use own initiative and creatively problem solve
12	Ability to utilise a range of digital, web and software tools