

Student Influence Coordinator (Change Lab)

DEPARTMENT:	Student Influence: Partnerships and Policy
DEPT PURPOSE:	Supports the work of ensuring student voices are heard in decision-making spaces at regional and national levels. This role focuses on engaging students in civic, community and influence processes, contributing to research and policy work, and supporting the development of partnerships that help influence key discussions affecting students.
REPORTING TO:	Partnerships and Policy Manager
DIRECT REPORTS:	N/A

PURPOSE OF ROLE:	To coordinate and deliver Sheffield Students' Union's social action programme, 'Change Lab', encouraging student development and participation, and providing guidance, support and information to student leaders and volunteers
IN PARTICULAR:	<p>1. Student opportunities & development: To support, train, and advise students involved in Change Lab opportunities, developing and supporting students to deliver successful activity</p> <p>2. Activities & operations: To work in collaboration with students and groups to deliver Change Lab activities in accordance with relevant policies and procedures, legislative frameworks, and other guidance and targets</p> <p>3. Change Lab Development: To coordinate the continuous development of Change Lab maintaining collaborative networks and relationships with local community organisations and contributing to new plans and initiatives</p>

KEY RESPONSIBILITIES

1. Student opportunities & development: To support, train, and advise students involved in Change Lab opportunities, developing and supporting students to deliver successful activity

Activities & events	To deliver a range of activities, events and where appropriate, other opportunities, including coordination of marketing, recruitment, health and safety, legal compliance, financial management, and stakeholder relations
Mentoring & support	To train, mentor and support student leaders to deliver successful community activity, ensuring compliance with good practice, policies and legal requirements, and providing advice and guidance on all aspects of event /

	project management, as well as support for articulating skills gained, and the wider benefits of engagement
Promotions, celebration & recognition	To organise creative promotions, oversee collation of relevant information, and organise celebration/recognition activities to support wide awareness and engagement with the service and opportunities, and ensure students are appropriately rewarded and recognised for their contributions
2. Activities & operations: To work in collaboration with students and groups to deliver Change Lab activities in accordance with relevant policies and procedures, legislative frameworks, and other guidance and targets	
Policies & procedures	To deliver activity in accordance with relevant policies, processes or legislative frameworks, maintaining and implementing knowledge, particularly in relation to health and safety, and charity law, and delivering to agreed targets, budgetary controls and other performance measures, as required
Records & reporting	To maintain 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
Equality, Diversity & Inclusion	To remove barriers to participation, and 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 support reduction of the Students' Union's negative impacts and promotion of social justice in our student and wider communities
3. Change Lab Development: To coordinate the continuous development of Change Lab maintaining collaborative networks and relationships with local community organisations and contributing to new plans and initiatives	
Stakeholder relationships	To identify and maintain successful stakeholder relationships / partnership opportunities, in particular with external service providers, sector networks and key University departmental and professional services 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
Supporting new ideas	To monitor student / community campaign trends, inputting into relevant department planning and supporting students to develop and introduce new change making initiatives or collaborations with city stakeholders, as appropriate
Engagement & Participation	To coordinate systems and processes to effectively monitor engagement and participation with services and activities and taking proactive action to address participation gaps in order to maximise student belonging.
General Duties	

General	Other duties, as may be reasonably prescribed, appropriate to the grade and responsibilities of this post
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PERSON SPECIFICATION

Criteria	
Experience	
1	Experience supporting or managing volunteers, including good practice with respect to managing volunteers and community activities
2	Experience of developing activities or programmes leading to improved engagement
3	Knowledge and experience of delivering safe activities, campaigns and events in accordance with relevant regulations and guidance
4	Knowledge and understanding of good practice with partnership working and delivering objectives in collaboration with others
5	Understanding of student development and the issues impacting students in a higher education setting
Skills	
6	Ability to manage budgets including monitoring expenditure and delivering activity within agreed budgets
6	Ability to support, advise and mentor others
7	Excellent professional communication skills and team-working skills; able to collaborate and develop strong networks
8	Organisational skills with ability to manage own time effectively, prioritise tasks and meet deadlines, whilst maintaining attention to detail
9	Creative and innovative problem-solver
10	Familiarity with using a range of digital, web and software tools