



# **STUDENT OPPORTUNITIES CO-ORDINATOR**

## Job Description

Job Title:	Student Opportunities Co-ordinator
Salary:	£18,500 per annum
Place of work:	Parkgate Road Chester, with the expectation to travel to satellite campuses and sites
Purpose:	To coordinate student opportunities activity including support and development for societies, one-off events and end of year award ceremonies
Hours:	Full time, 37 hours, fixed term until November 2021
Key Relationships:	Elected Officers, Student Volunteers, CSU Staff, University of Chester staff, National Union of Students (NUS)

## Key Responsibilities

- Provide support and development for societies supporting an increase in the number of groups and participants
- Run extra-curricular activities and events that deepen our engagement with students at all University of Chester sites
- Coordinate our work on Freshers' and Refreshers' activity ensuring students are welcomed and given a number of opportunities to make social connections
- Ensure student activity is undertaken in line with policies and procedures of the Union

## Societies

- Develop Societies through online elections and training, seeing an increase in the number of groups and participants
- Support Societies in putting on activity
- Work closely with the Vice President Activities on support, recognition and communication with society committee members.
- Monitor student activities and ensure they follow all health and safety procedures, and SU policies
- Ensure society information on our website is maintained and up to date
- Work closely with societies to ensure they adhere to Union policies and procedures
- Maintain knowledge of good practice in student opportunities, using this information to further develop our societies

## Events

- Coordinate the End of Year Ball and Societies Awards
- Coordinate Freshers' and Refreshers' activity
- Run a series of one-off activities that increase our engagement particularly with under-engaged groups

**General**

- To develop positive and productive working relationships with colleagues and stakeholders
- All work to be undertaken in line with the Union constitution, policies, procedures and legislation
- Adopt a flexible approach to work hours including evening, weekend and remote working

The job description above is not exhaustive list of duties and you will be expected to undertake any other reasonable duty as may be required.

Person Specification

Tested by Application (A) Interview (I)

EDUCATION & TRAINING	ESSENTIAL	DESIRABLE	Tested by
GCSE English Language and Maths or equivalent	X		A
EXPERIENCE & SKILLS			
Experience of volunteering or working in Higher Education, Students' Unions and/or the Voluntary Sector	X		A/I
Running an event or project to a successful conclusion	X		A/I
Experience of developing and delivering training to volunteers		X	A/I
Experience of supporting and empowering volunteers		X	A/I
Involvement in a Students' Union society or similar group		X	A
Ability to use Microsoft Office packages		X	A
PERSONAL ATTRIBUTES			
Highly organised and comfortable handling competing priorities	X		A/I
Ability to work on own initiative taking ownership of work and delivering it in a timely manner	X		A/I
Tact and diplomacy, recognising you work in a democratic environment	X		I
Flexible approach to working hours	X		A
Commitment to equality, diversity and inclusion	X		I
Comfortable in receiving feedback with a commitment to continuous improvement	X		I
Adaptable and flexible approach to work proactively seeking solutions	X		I

**Key Dates**

Applications Close: Tuesday 3<sup>rd</sup> November 11.59pm

Interviews: Tuesday 17<sup>th</sup> November

Start Date: Monday 4<sup>th</sup> January 2021

**To Apply**

Please submit an application form found on our website at [www.chestersu.com](http://www.chestersu.com) to [CSU@Chester.ac.uk](mailto:CSU@Chester.ac.uk) by the application deadline. Candidates we wish to invite to interview will be contacted by Wednesday 11<sup>th</sup> November.

If you have any questions about the role please contact Beverley Crawford, Head of Student Opportunities at Chester Students' Union by emailing [beverley.crawford@chester.ac.uk](mailto:beverley.crawford@chester.ac.uk)