

Post: Student Engagement Co-ordinator

Department: Activities Department

Hours of Work: 35 hours per week, normally 9am to 5pm, Monday to Friday. You may choose to opt into the Flexi-Time Policy and work from home at least one day per week.

The post holder will be required at times to be flexible to meet organisational need.

Grade: AP2, currently £23,487 + £3,500 (London Weighting)

Based: GCU London Campus, Spitalfields, London.

Purpose: The purpose of this post is to enhance the GCU student experience through the delivery of the Student Leaders Programme and by ensuring effective representation and support of GCU London students.

The post holder will be required to travel to the Glasgow Campus for their induction and other annual activities.

Job Description:

1. Student Leaders Programme

- a) To co-ordinate, involving stakeholders, the delivery of the Student Leaders Programme.
- b) To promote the Student Leaders Programme and individual workshops to all GCU students.
- c) To promote eligible workshops, training sessions and talks on campus that are recognised under the competencies of the Student Leaders Programme.
- d) To meet the annual recruitment and completion targets for students on the programme.
- e) To co-ordinate and support the Student Trainers to deliver workshops.
- f) To deliver a limited number of workshops for students on the London Campus.
- g) To liaise with GCU staff on their leadership and employability initiatives and maintain a leadership resource page for students on the programme.

2. GCU London

- a) To support the University in promoting and recruiting student reps on the London Campus.
- b) To advise and support student reps on the London Campus in fulfilling their roles.
- c) To support the Full Time Officers to engage with the London Campus.
- d) To liaise with the Academic Rep Co-ordinator to support the delivery of training sessions for academic reps on the London Campus.
- e) When required, to assist in all aspects of organisational governance, specially supporting Student Voice Sub Committees through arranging meetings, setting and distributing agendas and paperwork and recording minutes.
- f) To provide initial advice and guidance to GCU students on the London Campus on academic and non-academic matters, recording enquiries on Advice Pro and referring students to the Advice Centre for casework and distributing condoms and sanitary products.

- g) To promote and co-ordinate events and activities for the social integration of students studying at the London campus.
- h) To assist with the development and co-ordination of an Induction Programme for the beginning of each Trimester, in conjunction with GCU London colleagues.
- i) To collaborate with Students' Association colleagues on the STAR Awards, both for the Student Leaders Programme and the involvement of students studying on the London Campus.
- j) To encourage the formation of a diverse range of student societies on the London campus. This includes signposting to the Societies Co-ordinator for the starter process, training and funding.
- k) To co-ordinate all student emails to students on the London campus and manage specific social media accounts.

3. General

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To deliver and develop targets outlined in the Strategic Plan.
- c) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Activities Manager or Chief Executive.
- d) To update the Association website and GCU Learn as and when necessary.
- e) To manage budgets, as and when required.
- f) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor. This includes responsibilities as a Risk Assessor.
- g) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance or with any other Students' Association Policy passed at Caledonian Student Voice.
- h) To attend any meetings as and when requested and produce reports as required.
- i) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- j) To portray the Students' Association in a positive, proactive and professional manner.
- k) To undertake personal and professional development activities as agreed by the Chief Executive.

Responsible to:

- The Activities Manager for HR and line management.
- The Executive Committee and Trustee Board for policy and strategy.

July 2022

GCU Students' Association is a registered Scottish charity, number SC022887

Person Specification: Student Engagement Co-ordinator	E	D	Tested By
QUALIFICATIONS			
Educated to degree level or equivalent relevant experience	✓		AF/E
KNOWLEDGE AND EXPERIENCE			
Experience of being a student rep or volunteer	✓		AF/I
Experience of supporting student reps and/or volunteers		✓	AF/I
Knowledge of issues affecting the student learning and teaching experience from students with different modes of study	✓		AF/I/P
Experience of supporting individuals by providing information and advice		✓	AF/I
Experience of supporting international students		✓	AF/I
Experience of project work	✓		AF/I
Experience of report writing	✓		AF/I
Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel)	✓		AF/I
Experience of delivering training		✓	AF/I
Experience of organising events		✓	AF/I
Experience in campaigning work		✓	AF/I
SKILLS AND ABILITIES			
Ability to work with minimum supervision in a busy environment to meet deadlines	✓		AF/I
Student (member, client or customer) focused	✓		AF/I
Excellent people skills	✓		AF/I
Ability to use your own initiative	✓		AF/I
Adaptable and flexible in modifying work in order to achieve the best results	✓		AF/I
Excellent verbal and written communications to a wide range of people	✓		AF/I
Pays attention to detail and produces work to a high standard	✓		AF/I
Understanding and commitment to equality and diversity	✓		AF/I
Desire to work within a democratic student led environment	✓		AF/I

AF Application Form

I Interview

T Test

E Evidence

P Presentation

