

Post: Student Leaders Co-ordinator

Department: Activities Department

Hours of Work: 35 hours per week, normally 9am to 5pm Monday to Friday.
The post holder will be required to be flexible to meet organisational needs, such as evening or weekend working.

Grade: AP2 (Currently £20,524 per annum)
This is a fixed term post until May 2020.

Purpose The Student Leaders Programme is a programme run in partnership with GCU and aims to encourage, support and recognise students who wish to engage in leadership activities within the university or externally.

Job Description:

1. Student Leaders Programme

- a. To promote the Student Leaders Programme to all students.
- b. To annually meet the recruitment targets, completion targets and progression targets for students on the programme.
- c. To promote the Student Leaders Programme to students within the University.
- d. Provide a focal point where students can obtain reliable support and advice on how to become and grow as a student leader.
- e. To co-ordinate, involving stakeholders, the delivery of the Student Leaders Programme.
- f. To support and co-ordinate the student trainers.
- g. To lead on the organisation of the STAR awards.
- h. To ensure the Student Leaders Programme has an up to date presence on the Students' Association and GCU website and social networking sites.
- i. To liaise with Glasgow Caledonian University on their employability initiatives.

2. 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 be responsible for all administration required for the post.
- c) To deliver and develop targets outlined in the Strategic Plan.
- d) To support programmes and projects run within the Department and wider Students' Association projects such as elections, accreditations, community engagement, annual award and recognition events, Full Time Officer induction, volunteer training conference and freshers.
- e) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Activities Manager or Chief Executive.
- f) To update the Association website and GCU Learn, as and when necessary.
- g) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.
- h) 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.
- i) To attend any meetings as and when requested and produce reports as required.
- j) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- k) To portray the Students' Association in a positive, proactive and professional manner.
- l) 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.

Glasgow Caledonian University Students' Association is a registered Scottish charity, number SC022887

Person Specification: Student Leaders Programme	E	D	Tested By
QUALIFICATIONS			
Good general education, typically to degree standard, including English at least to Higher or A-Level or equivalent	✓		AF/E
KNOWLEDGE AND EXPERIENCE			
Experience of co-ordinating a project or multiple tasks with specific deadlines	✓		AF/I
Experience of meeting targets	✓		AF/I
Experience of studying within Higher Education		✓	AF/E
Experience of organising and promoting events		✓	AF/I
Experience of working as part of a team and in using own initiative	✓		AF/I
Experience in promoting and evaluating a service or project	✓		AF/I
Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel)	✓		AF
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

October 2019