



## **JOB DESCRIPTION**

### **Engagement Coordinator (Campaigns)**

**Accountable to:** Engagement Manager

**Responsible for:** Engagement and campaigns volunteers

**Hours:** 37 hours per week

**Contract:** Permanent

**Salary:** £24,212

**Location:** Central London (based in Holborn)

#### **JOB PURPOSE**

1. Coordinate the Campaigns and Engagement functions of the union
2. Contribute to the Engagement Unit's strategic and operational planning
3. Responsible for volunteers involved in Campaigns and part time officers

#### **KEY RESPONSIBILITIES**

##### **1. Coordinate the Campaigns and Engagement Activity of the Union**

- Coordinate the planning and delivery of officer sabbatical officer campaigns
- Liaising with departments in the school about union campaigns and projects
- Responsible for keeping a record of students involved in campaigning and activism
- Contributing to the delivery of union campaigns or activity as mandated by the UGM
- Contribute to the Engagement teams' activist development work including coordination of the campaigns network, supporting the delivery of training and supporting student campaign groups to apply for funding.
- Help to coordinate specific sabbatical officer-led engagement projects and events
- Coordinate our activity for national demonstrations
- Coordinate the union's work on engaging underrepresented groups
- Take and write-up minutes for key meetings within the Engagement Team
- Responsible for monitoring, maintaining and documenting a bank of resources including paint, pens, paper & card, wood, adhesives, megaphones and other creative campaigning materials
- Update web and publication content as required

- Responsible for specific tasks and projects that contribute to the Engagement Unit's work as directed by the Engagement Manager
- Liaise with relevant external parties to share/seek information in relation to the Engagement Unit
- Responsible for specific elements of administration support for the elected officers including booking travel, and providing them with key papers and documents as required

## **2. Contribute to the Engagement Unit's strategic and operational planning**

- Provide information relating to own tasks and projects for reports and meetings as required by the Engagement Manager
- Contribute to the Engagement Team's strategic planning by putting forward evidence based ideas for improvements to the Unit's functions
- Contribute to the Engagement Team's operational planning by planning specific tasks and projects as directed by the Communications and Engagement Manager

## **3. Responsible for volunteers involved in Campaigns**

- Primary operational lead for recruiting, retaining and supporting volunteers involved in union activism or campaigns
- Coordinate training and induction for volunteers
- Responsible for specific administrative support for campaigns volunteers including booking rooms, travel and accommodation

## **GENERAL DUTIES**

**In addition, all staff have the following general duties laid out in their job descriptions:**

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own typing, filing, photocopying etc.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service

contained in the Staff Handbook, and within Departments of the Students' Union.

- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers and welcome festivals and any other key event, including elections, if necessary.
- Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- Any other tasks that would be deemed suitable within this role as directed by line manager

## JOB SPECIFICATION

CRITERIA	Application	Interview
<b>EXPERIENCE</b>		
One year's relevant experience	✓	✓
Demonstrable experience of working effectively on own initiative	✓	✓
Experience of working to multiple deadlines	✓	✓
Project management experience	✓	✓
<b>KNOWLEDGE</b>		
Demonstrable understanding of Students' Unions or other democratic / voluntary organisations	✓	✓
Knowledge of current themes affecting students in the Further Education / Higher Education sector		✓
<b>ATTRIBUTES AND SKILLS</b>		
Excellent verbal and written communication skills	✓	✓
IT competent with a good understanding of Microsoft office and the ability to construct and maintain databases	✓	✓
Able to work independently and as part of a team	✓	✓
The ability to empower, enable and motivate others, volunteers in particular		✓
The ability to create and maintain strong working relationships	✓	✓
The ability to tailor their approach to multiple audiences	✓	✓
The ability to manage politically sensitive situations	✓	✓
<b>VALUES AND ETHICS</b>		
Desire to work within a democratic, student-led environment	✓	✓
Understanding and commitment to equal opportunities		✓