

**JOB DESCRIPTION**

**Engagement Coordinator – Campaigns and Engagement Events**

**Accountable to:** Engagement Manager

**Responsible for:** Campaigns and events Volunteersand up to 10 Part Time Officers

**Hours:** 37 hours per week

**Salary:** £23,825.15

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

**JOB PURPOSE**

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

**KEY RESPONSIBILITIES**

1. **Coordinate the Campaigns and Engagement Event functions of the union**
* Responsible for liaising with and maintaining relationships with different groups of activist students
* Responsible for keeping a record of students involved in campaigning and activism
* Undertakes specific tasks that contribute to the Engagement Unit’s activist development work including supporting the delivery of training, liaising with student campaigning groups and developing a programme for activist development.
* Help to coordinate specific engagement projects and events such as Green Week, Chinese New year, International Week, Black History Month and wellbeing events
* Coordinate our activity for national demonstrations
* Responsibility for actions to ensure the success of the priority campaign as directed by the engagement manager.
* Take and write-up minutes for key meetings within the Engagement Unit
* 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 working closely with the part time officers and ensure that they are active and supported
* 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
1. **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 Unit’s strategic planning by putting forward evidence based ideas for improvements to the Unit’s functions
* Contribute to the Engagement Unit’s operational planning by planning specific tasks and projects as directed by the Communications and Engagement Manager
1. **Responsible for volunteers involved in Campaigns**
* Primary operational support for Part Time Officers including the post graduate research officer
* Coordinate training and induction for volunteers
* Responsible for specific administrative support for campaigns volunteers including booking rooms, travel and accommodation