

**JOB DESCRIPTION**

**STUDENT OPPORTUNITIES COORDINATOR**

**Fixed term 1 year**

**Accountable to:** Student Opportunities Manager

**Responsible for:** Student activities volunteers (1500+)

**Hours:** 37 hours per week

**Location:** Central London (based in Holborn at Students’ Union HQ)

**Salary:** £23, 511

**JOB PURPOSE**

1. **Coordinate LSESU Student Skills Training and Development offer**
2. **Contribute to the Student Activities and Opportunities Departments strategic and operational planning**
3. **Responsible for the training and development support for all student activities volunteers**

**KEY RESPONSIBILITIES**

1. **Coordinate LSESU Student Skills Training and Development offer**
* Responsible for the day to day delivery of LSESU Student Skills Training and Development, including all administrative responsibilities
* Coordinate training for club and society committee members as part of LSE Student Skills Development offer
* Coordinate the student awards and recognition programme (STARS)
* Coordinate and be responsible for all the students union data needed for PDAM data systems
* Coordinate induction, training and development of halls committees, RAG and media group
* Coordinate handover and continuity activity between halls committees, RAG and media group
* Contribute to web content, publications and information materials as required
* Liaise closely with LSE Careers and other relevant LSE Departments, working across other SU teams on developing LSESU’s Student Skills offer
* Liaise with external partners to seek new opportunities to develop the LSESU Student Skills Development training
* Actively gain feedback and conduct student led evaluation through focus groups and other tools, produce report on findings.
1. **Contribute to the Student Activities and Opportunities Department’s strategic and operational planning**
* Provide information relating to LSESU Student Skills Training and Development for key reports and meetings as required by the Student Opportunities Manager
* Contribute to strategic planning discussions by putting forward evidence based ideas for improvements to Student Skills Training and Development
* Contribute to the Student Activities and Opportunities Department’s operational plan by planning the tasks and events relating to Student Skills Training and Development
1. **Responsible for the training and development support for all student activities volunteers**
* Contribute to planning and delivery of training of student activities volunteers
* Ensure that student activities volunteers have guidance on administrative processes
* Responsible for advising student activities volunteers on administrative matters including financial procedures and data and membership systems

**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**

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| **CRITERIA** | **Application** | **Interview & Task** |
| **EXPERIENCE** |  |  |
| Experience of developing and delivering a skills training programme for students in the HE sector  | ✓ |  |
| Supporting volunteers or elected individuals to help them achieve their goals and ambitions | ✓ | ✓ |
| Experience of planning , delivering and evaluating events targeted at students | ✓ |  |
| Experience of data management systems and processes  | ✓ |  |
| **KNOWLEDGE** |  |  |
| An understanding of the potential role student activities play in students gaining employability skills | ✓ | ✓ |
| Understanding of the employability landscape for potential, current students and recent graduates | ✓ | ✓ |
| Wider understanding of the Student movement and the current HE sector | ✓ |  |
| **ATTRIBUTES AND SKILLS** |  |  |
| Experience communicating effectively with a range of diverse audiences, both verbally and in writing | ✓ | ✓ |
| Excellent Customer Service Skills | ✓ | ✓ |
| Excellent Relationship building skills including networking, and partnership building | ✓ | ✓ |
| The ability to work effectively in a team | ✓ | ✓ |
| An excellent command of both written and spoken English | ✓ | ✓ |
| The ability to create and maintain strong working relationships |  | ✓ |
| The ability to contribute to organisations strategic goals | ✓ | ✓ |
| Self-motivation and self-reliance |  | ✓ |
| **VALUES AND ETHICS** |  |  |
| Desire to work within a democratic, student-led environment | ✓ | ✓ |
| Understanding and commitment to equal opportunities |  | ✓ |
| Desire to work within organisation servicing a culturally diverse membership | ✓ |  |
| Demonstrably high standards of personal integrity |  | ✓ |
| A willingness to occasionally work beyond traditional office hours | ✓ |  |