

**Opportunities Coordinator**

**Accountable to:** Opportunities & Development Manager

**Responsible for:**  Skills Programme, Student Staff & Welcome Week Volunteers

**Hours:** 37 hours per week

**Location:** Central London

**Salary:** £23,848

**Last updated:** 18/01/2017

**Job Description**

**JOB PURPOSE**

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

**KEY RESPONSIBILITIES**

1. **Deliver 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
* Responsible for sourcing and liaising with speakers to deliver training and skills sessions
* Manage budget for programmes as allocated
* Responsible for the recruitment, management and delivery of Welcome Week Volunteers and the Welcome Team Programme
* Responsible for coordinating the LSESU Leadership Accreditation
* Implement and administer the Annual Fund allocation process
* Coordinate and populate training (both face to face and online) for club and society committee members as part of LSESU’s Student Skills Development offer
* Administer systems required to submit PDAM data
* Contribute to web content, publications and information materials as required
* Liaise closely with LSE Careers and other relevant LSE Departments as required
* Deliver feedback plan and conduct student led evaluation through focus groups and other tools, producing reports as required
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 Opportunities & Development 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 & management of student staff**
* Contribute to the planning and delivery of training for student activities volunteers
* Coordinate the development of online training systems for students involved in activities or skills development programmes
* 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
* Responsible for the day to day management of student staff, including recording hours, managing attendance for events and other relevant administration

**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 |  | ✓ |
| Effective project management skills | ✓ | ✓ |
| **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 outside of standard office hours to deliver training sessions and events  | ✓ |  |