

The University of Birmingham Guild of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.

Student Groups Coordinators

£20,820 gross per annum – 35.5 hours per week

These roles are part of the Student Groups department working collectively with colleagues delivering the Guild's student groups, societies, activities and volunteering work as part the Engagement Directorate.

The Student Groups Coordinator roles are to develop the capacity of the student groups within the Guild to enable students to maximise their potential. The support will include the administration of relevant training, tailored support for specific initiatives and assisting groups to plan for their year through attracting membership and delivering their activities.

We are looking for applicants who have experience of dealing with customers both face-to-face and online, over the telephone and via e-mail, with twelve months relevant experience in an administrative role and responsibility for managing and developing administrative systems; along with experience of developing relationships with students and stakeholders to deliver objectives.

Closing date for applications: Monday 16th August 2021 at 9.00am

To apply please visit:

<https://www.guildofstudents.com/about/your-union/workwithus/currentvacancies>

The Guild of Students is committed to equality, diversity and inclusion and welcomes applications from all members of the community.

Should you need to complete your application in an alternative format, please email staffing@guild.bham.ac.uk.