

## JOB DESCRIPTION

Job Title:	Student Group Volunteering Coordinator
Accountable To:	Volunteering and Employability Manager
Responsible for:	Student Staff Team
Summary of Post:	Promote and support students to participate in student-led groups and volunteering activities to maximise their enjoyment, potential and sense of community. This 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. Strong relationships will be developed with students and external organisation's to increase the scale and scope of opportunities available for students

## Duties and Responsibilities:

1. To work with the Volunteering and Employability Manager to facilitate and increase student engagement and participation in student-led groups and external volunteering roles.
2. To support student-led groups to maximise their memberships and perform their activities to the highest standards.
3. To efficiently run the operations of the volunteering service, through sourcing and organising a variety of volunteering activities, and working in conjunction with external charities to provide roles suited to the student timetable.
4. To provide and facilitate excellent customer service to student-led groups, external volunteering organisations and other stakeholders, ensuring reports, reviews and evaluations take place to improve and develop the service.
5. To coordinate and supervise the student staff team to enable them to provide the most effective and efficient service to students and external organisations.
6. To confirm that all volunteering opportunities promoted via the service, are appropriate for students and comply with relevant policies and legislation.
7. To build and maintain excellent professional working relationships with the University, students' unions and community stakeholders.
8. To provide financial guidance and support to student-led groups in the preparation and management of their budgets, including monitoring accounts and fundraising.

9. To ensure that duty of care is applied effectively for all students actively engaged in volunteering activity, and where relevant that Disclosure and Barring Service (DBS) checks are completed and acted upon appropriately.
10. To identify the training needs of student-led groups and to take part in the writing and delivery of training where appropriate; putting in training plans for groups and communicated as appropriate.
11. To organise, effectively market, and take responsibility for running events, ensuring that deadlines and outcomes, including income targets, are met.
12. To adhere to stakeholder liaison procedures, collating and updating volunteering opportunities and publicity information efficiently and accurately, using an in-house database.
13. To maintain all filing systems and to ensure all administrative tasks relating to the running of the service are carried out appropriately including the collation of evidence to demonstrate the value of the service.
14. To work with the Volunteering and Employability Manager in developing effective policies, processes, procedures and systems for the service.
15. To work with the Volunteering and Employability Manager on collaborative projects with University departments and external organisations, in order to enhance the service.
16. To work with the Jobs, Skills and Volunteering team to support the development of the service and to engage in activities with primary stakeholders to promote the volunteering and employability agenda.
17. Adhere to all relevant Guild policy with particular reference to staffing, health and safety, environmental and any relevant Policy where it may impact upon your role
18. Undertake appropriate training and personal development as required for the role.
19. Participate as a member of the Jobs, Skills and Volunteering Department and wider Guild team.
20. Support the work of the Jobs, Skills and Volunteering Department, where necessary, in the event of sickness, holiday cover or other exceptional circumstances.
21. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
22. Undertake other such duties as may reasonably be requested, consistent with the nature and grade of the post.

December 2018



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## Person Specification: Student Group Volunteering Coordinator

	You must be able to demonstrate in your application that you have;	Essential	Desirable
	<b>QUALIFICATIONS</b>		
1	Good general education to A level standard, typically including Math's and English at least to GCSE C or equivalent	✓	
	<b>KNOWLEDGE AND EXPERIENCE</b>		
2	Relevant experience in an administrative role with responsibility for managing and developing administrative systems	✓	
3	Knowledge of student activities and volunteering related issues in Higher Education	✓	
4	Relevant experience of working in a capacity building role with volunteers	✓	
5	Experience of developing relationships with students and stakeholders to deliver objectives	✓	
6	Experience of working on projects within a given timeframe and budget	✓	
7	Experience of marketing and / or organising events	✓	
8	Experience of supervising a small staff team		✓
	<b>SKILLS AND ABILITIES</b>		
9	Ability to communicate effectively with students one-to-one and in groups	✓	
10	Strong organisational skills, in order to be able to carry out a number of tasks in a busy environment	✓	
11	Ability to work using own initiative	✓	
12	Computer literacy - standard office software including spreadsheets and keyboard skills. (Use of databases would be advantageous)	✓	
13	Ability to work effectively within a democratic structure	✓	
14	Ability to take a constructive and co-operative approach to solving problems	✓	
	<b>PERSONAL QUALITIES</b>		
15	Understanding of and a commitment to Equality of Opportunity	✓	
16	Team focused approach	✓	
17	Self-motivated	✓	
18	Flexible	✓	
19	Committed to continuously improving service delivery	✓	
20	Customer focus	✓	
21	Persistent & able to persuade others to meet your deadlines	✓	
22	Attention to detail and accuracy	✓	