STUDENTS' UNION UCL

Job Description

Job title: Community Change Coordinator

Reports to: Community Change Manager

Grade: 6

Purpose of the job

Students' Union UCL is the representative body for University College London's (UCL) 37,000 students. Students' Union UCL is a not for profit charity employing over 75 full-time staff who work with seven elected student Sabbatical Officers to deliver a wide range of services and representative functions to one of the most diverse student communities in the world.

The post holder will be responsible for supporting and delivering strategies to enable students, student representatives, and officers to transform their wellbeing and broader student experience at UCL through Union democracy, formal representative processes, and support for campaigns.

Specific responsibilities:

1. To contribute towards equipping students with knowledge, expertise & support to enable them to transform their support services, community and the wider world.
2. To assist students in drafting proposals to shape and influence our policy and direction with regards to improving student wellbeing and their broader student experience.
3. To administer and assist in the delivery of student campaigns which enable students to challenge oppression and aim to create an equal and just society.
4. To assist with support for hall and community representatives and interested students.
5. To administer and deliver training and development to support hall and community representatives.
6. To organise and co-ordinate events and training such as campaigns training and Black History Month, as directed by line manager.
7. To assist in recording and analysing data and trends arising from issues raised by student representatives and from casework, providing an evidence base for campaigns and policy proposals.
8. To assist in the scrutiny of evidence, trends, and casework to identify student issues.

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9. To maintain relationships with local and national movements and organisations to enhance the impact of student campaigns.
10. To maintain stakeholder relationships with University staff in professional services, including Student Support and Wellbeing; Equality, Diversity and Inclusion; Student Residences; Student Disability Services; and Student Psychological Services.
11. To provide assistance in the preparation and running of democratic events in conjunction with the Leadership Development Manager.

General responsibilities

12. To contribute towards maintaining an overview of policy within the University and support student representatives to create positive change through influencing policy.
13. To assist with research and disseminating information on social and community issues affecting students to staff, officers and student representatives, as directed by line manager.
14. To support the contribution to University decision-making bodies, formulating reports and consultation responses, as directed by line manager.
15. To assist in developing officer proposals to enhance and support the student experience, as directed by line manager.
16. To administer and monitor budgets and expenditure for relevant representation and campaign activities.
17. To ensure the financial procedures are adhered to.
18. To review, plan and evaluate individual training needs, encouraging a learning and development culture.
19. To ensure the health and safety of our members, staff and visitors through the completion of training, risk assessments, safety checks, inventories and event planning in line with our health and safety policy.

November 2017

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Person Specification: Community Change Coordinator

	Essential	Desirable	Tested at Interview	Tested at Application
Qualifications				
Good general education, typically to the Higher/A level equivalent	X			X
University degree or equivalent experience		X		X
Knowledge				
Knowledge and understanding of current issues and themes in Higher Education and Students' Unions	X		X	X
Knowledge and understanding of student engagement practices and issues facing the wellbeing of our students at University and beyond		X	X	X
Knowledge and understanding of effective volunteer management		X	X	X
Experience				
Demonstrable experience of working effectively on own initiative and experience of working effectively in a team	X		X	X
Previous experience of delivering training	X		X	X
Working with recording systems to support the reporting of volunteer management		X	X	X
Previous experience of working in a students' union or similar organisation		X		X
Skills				
Demonstrable excellent communication skills (verbal and written) with the ability to present information clearly to a variety of audiences	X		X	X

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Demonstrable ability to engage with others in an approachable and inclusive manner	X		X	
Proven ability to use own initiative and effectively manage and prioritise competing demands	X		X	
Proven ability to utilising the internet and websites to disseminate and collect information	X		X	
Proficient ability to use Microsoft Word, Excel and Access, and email and internet applications	X		X	
Ability to establish and maintain effective working relationships with a wide range of people both within and outside the University, including students and senior management		X	X	X
Values, attitudes and personal style				
Empathy with the aims and objectives of a student-led organisation	X		X	X
An empowering and supportive approach to elected student officers and a keenness to work alongside them	X		X	
Demonstrable ability to recognise the needs of others to ensure that both team and personal objectives are met and strong working relationships maintained	X		X	X
Strong communication skills (verbal and written) with a clear understanding of how and when to adapt communication style	X		X	X
Demonstrable ability to offer analytical, creative and pragmatic innovative solutions to problems	X		X	

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maintaining a can do attitude at all times				
Understanding of and commitment to the principles of equality, diversity and inclusion	X		X	X
Evidence of commitment to continuing personal and professional development	X		X	X
Demonstrable commitment and passion to working in a democratic and student-led environment	X		X	X

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