



JOB DESCRIPTION

JOB TITLE:	ACADEMIC & VOLUNTEER COORDINATOR
RESPONSIBLE TO:	Student Support & Representation Manager
SALARY:	AberSU Coordinator grade
HOURS:	Full-time (36.5 hrs), annualised hours, to be worked flexibly in negotiation with line manager.
DATE OF WRITING:	18th September 2017

PURPOSE OF ROLE

To support and enable student participation in volunteering, particularly to empower students to shape their educational experience, developing transferable skills and providing valuable extra-curricular opportunities for members. To build links with local Community organisations to connect student volunteers to projects that benefit the wider Aberystwyth Town and University Community. To be an active outreach member of staff that is proactive in going out to talk to students about volunteering and academic representation

DUTIES AND RESPONSIBILITIES

1. Volunteering
 - To be the lead staff champion for the principles of volunteering, recognising the scope of throughout AberSU, including academic representatives, student group leaders, part-time officers, trustees, as well as project and activity volunteers.
 - To ensure AberSU upholds principles of volunteerism throughout its activities.
 - To organise voluntary contribution for the effective operation of major AberSU events e.g. freshers fairs.

- To partner with community bodies and organisations to access local community volunteering opportunities.
- To recognise and reward student volunteers for their contribution, helping them to articulate the career value of their experience.

2. Academic Representation

- To be the lead staff facilitator of the AberSU student academic representation scheme.
- To support student cohorts to elect their course representatives in line with relevant AberSU policies and values.
- To develop, deliver and evaluate a training and support programme to empower student academic rep's to represent their peers effectively.
- To monitor, record and report outputs and impacts from the student academic representation scheme.
- To regularly evaluate the student academic representation scheme, making suggestions and in turn enacting improvements.
- To ensure the opportunities and impacts of the student academic representation scheme are communicated broadly amongst members to promote awareness and scrutiny.
- To promote the principle of partnership between students and academics in the provision of a high quality education.
- To work in partnership with SU and AU colleagues to develop and deliver a consistent, engaging and impactful system of course-level representation.
- To work with AU colleagues to ensure the AU systems, policies and processes are effective and supportive of high quality student academic representation, for mutual benefit.
- To work with AberSU officers and staff to link the student academic representation outcomes and data with Officer priorities and actions.
- To work with the Student Representation & Support team to deliver a high quality and impactful student support and representation portfolio of services and opportunities.
- To work with AU colleagues, as the lead SU staff facilitator, for the purposes of National Student Survey participation promotion.
- To support AberSU officers to raise representations regarding academic representation matters, including those arrived at by NSS data.

3. Leadership & Volunteer Training & Development

- To promote volunteer leadership opportunities as beneficial for learning, career and student experience.
- To work with the Campaigns and Democracy Coordinator to support student groups to elect their committee membership in line with relevant AberSU policies and values.

- To support student cohorts to elect their course representatives in line with relevant AberSU policies and values.
- To develop and deliver, with key colleagues, an annual scheme of leader and volunteer training to equip leaders/volunteers with the skills and resources necessary to do a great job.
- To be the lead SU staff member for the Student-led Learning and Teaching Awards, recognising and rewarding those who contribute to a high-quality student experience.

4. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote AberSU's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

Changes to Job Description

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.

PERSON SPECIFICATION – ACADEMIC & VOLUNTEER COORDINATOR

CRITERIA	Requirement	Application	Interview
QUALIFICATIONS			
Good general education, typically to the Higher/A level equivalent	Essential	√	
University/College Degree	Desirable	√	
Volunteer management qualification	Desirable	√	
EXPERIENCE			
Demonstrable experience of working effectively on own initiative	Essential	√	√
Experience of arranging engaging meetings and events	Essential	√	
Experience of planning and implementing promotional and communication campaigns	Essential	√	√
Experience of managing, motivating and training volunteers in independent, self-directed roles	Essential	√	√
Experience of using a wide range of online media including online social networks and developing/managing website content.	Essential	√	√
Experience of developing and supporting projects	Essential	√	√
Experience of supporting political/community representatives	Desirable	√	√
Previous experience in a democratically led organisation and supporting community cohesion	Desirable	√	√
KNOWLEDGE			
Working knowledge of impact measurement in a representation environment	Essential	√	√
Understanding of current issues and themes in Higher Education and Students' Unions	Essential	√	√
Knowledge of approaches to lobbying and influencing in complex organisations such as Universities or governmental organisations	Essential		√
Knowledge of current trends in student representation and volunteering	Desirable	√	
Ability to communicate through the medium of Welsh	Desirable	√	
ATTRIBUTES/SKILLS			
The ability to work effectively in a team and to empower and motivate others	Essential	√	√

Self-starter with can do attitude and a calm disposition especially under pressure. Self-motivated and self-reliant.	Essential		√
The ability to be creative and innovative in promoting a range of services/activities to a wide and diverse audience	Essential	√	√
Exceptional Interpersonal and Communication Skills (Written and Oral)	Essential	√	√
Able to create and maintain strong working relationships	Essential		√
Able to overcome hurdles and problems in a constructive manner	Essential	√	√
Sound project management skills.	Essential	√	√
Confident and capable of enthusiastic outreach work involving speaking to students	Essential	√	√
Skilled in interpreting data, including financial statements, policy documents and research briefings	Essential	√	
Skilled in IT, including a thorough understanding of Microsoft Office, good understanding of social media tools including Facebook, Twitter and website work.	Desirable	√	√
Ability to communicate through the medium of Welsh	Desirable	√	
VALUES AND ETHICS			
Desire to work within a democratic student led environment and put students first	Essential		√
Understanding and commitment to equal opportunities	Essential		√
Desire to work within organisation servicing a culturally diverse membership	Essential		√
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential	√	√
Demonstrably high standards of personal integrity	Essential		√