



JOB DESCRIPTION

JOB TITLE:	INTERNATIONAL COMMUNITIES COORDINATOR (FIXED TERM UNTIL JUNE 2027) Applications from current students are warmly welcomed, provided they can meet the commitments of the position alongside their studies.
RESPONSIBLE TO:	Head of Student Opportunities
SALARY:	Undeb Aber Coordinator grade: presently starting at £27,500 (Pro rata)
HOURS:	0.5 Full-time (18 hours per week), to be worked flexibly in negotiation with line manager.
DATE OF WRITING:	August 2026

PURPOSE OF ROLE

To strengthen belonging, wellbeing and engagement for international students by supporting vibrant, self-organising cultural communities. To provide operational support for international and cultural societies, ensuring they offer diverse, inclusive and exciting opportunities. To act as the first point of contact for international societies, supporting committees, enabling safe and accessible activity, and helping students build community. To develop University and local partnerships that enhance the international student experience, and to proactively engage with international students across campus through active outreach.

DUTIES AND RESPONSIBILITIES

1. International student community groups

- To provide students with the opportunity to create and join shared nationality/cultural student community groups
- Facilitate connections among international students based on shared nationality, culture, language and lived experience.
- Act as a go-between for individual students and relevant cultural groups, supporting them to join communities where they can belong.
- Organise events and activities that celebrate cultural diversity
- Working with colleagues, to promote student group opportunities throughout the membership, at key times of year, such as Welcome Week and Re-Freshers



- To ensure all international societies and projects operate in line with Undeb Aber policies and values, including specifically health and safety provision
- To work with AU colleagues in facilities management to provide access to facilities required for student groups activities
- To be an advocate for TeamAber and promote affinity with Undeb Aber
- To facilitate and support societies and volunteer projects to operate effectively and run/access events including appropriate transport (inc. minibuses), accommodation, room bookings etc.
- To maintain appropriate contact relations with alumni and the alumni department

2. Key connections and relationships

- Support the International student Officer to represent international students effectively and deliver their priorities.
- Work with key Undeb Officers to ensure international students' needs are understood and addressed.
- Support international student group and individual involvement in relevant community and University-led projects that enhance the international student experience
- Build relationships with relevant University departments and local cultural organisations/community groups to create opportunities for cultural exchange, community integration and collaborative projects.

3. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote Undeb Aberystwyth's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of Undeb Aber.
- To be an advocate for Undeb Aber 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 – INTERNATIONAL COMMUNITIES COORDINATOR

CRITERIA	Requirement	Application	Interview
QUALIFICATIONS			
Good general education, typically to the Higher/A level equivalent	Essential	✓	
University/College Degree or equivalent	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	✓	✓
Understanding of the challenges faced by international or culturally minoritised students, informed by personal or community experience	Desirable	✓	✓
Experience of supporting political/community representatives	Desirable	✓	✓
Previous experience in a democratically led organisation and supporting community cohesion	Desirable	✓	✓
KNOWLEDGE			
Understanding of current issues and themes for International students in Higher Education and Students' Unions	Essential	✓	✓
Demonstrated interest in or experience of developing student, shared interest or international-based communities, with clear enthusiasm for achieving meaningful change that positively impacts the lives of others.	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 IT, including a thorough understanding of Microsoft Office, good understanding of social media tools including Facebook, Twitter and website work.	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		√