



**University of York Students' Union**  
Registered in England and Wales.  
Charity Number: 1173404 Company Number: 10688097  
Registered Office: The Student Centre, James College,  
Newton Way, Heslington, York, YO10 5DD

**E:** [enquiries@yusu.org](mailto:enquiries@yusu.org)  
**T:** 01904 32 3724  
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## JOB DESCRIPTION

**Job Title:** Community Coordinator

**Reporting to:** Community Manager

**Place of Work:** The Student Centre – University of York Students' Union (mixture of office and home working available)

**Hours of Work:** 35 hours per week

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### Job Overview

YUSU is looking to recruit an enthusiastic and ambitious individual to work on key community building projects that will support students to make connections, foster inclusive and culturally diverse spaces and empower student voice and representation. The post holder will be responsible for providing operational support, advice, and guidance to the University's college committees to enable them to deliver a range of student-led activities and events for their members. The role will include providing support to college committees for flagship events such as Freshers' Week, smaller-scale community building activities, supporting democratic initiatives such as the annual College Elections and facilitating the training and development of elected officers in collaboration with the University.

The Community Coordinator will also work with the Union's Sabbatical and Part Time Officers, providing operational support to enable the organisation's liberation networks to mark key EDI related dates, events, and festivals. The post holder will also work with other student groups and key stakeholders to deliver key community building projects as directed by the Community Manager, with a particular focus on fostering intercultural spaces and activities that facilitate cultural exchange as well as developing opportunities that widen participation and engage students from underrepresented groups.

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### Key Responsibilities

#### Service Delivery

- To take the lead, where appropriate, in supporting college activities and projects with a view to making them more accessible to meet demand from students and enhance the quality of experience for York students;
- To support the development and operations of the college committees, supporting them in event planning, budgeting, and the delivery of a range of events and activities;
- To assist in the provision and organisation of resources, including room bookings and storage facilities, to ensure college committees and student groups can undertake their activities successfully;



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- To act as a key link between colleges and the Students' Union, working with college staff, college committees and student representatives to support the planning, promotion, and delivery of student opportunities through college channels;
- To work with the Part-Time Officers and other student representatives to help cultivate inclusive spaces on campus;
- To work collaboratively with staff and student leaders to help celebrate key EDI related event, festivals and occasions;
- To work with union and university staff to support the delivery of key equality, diversity and inclusion activities and messages;
- To work with the Community Manager and Student Voice team in the development and delivery of projects focused on intercultural competence and cultural exchange;
- To work with staff, officers, and student representatives across the Union on key community building initiatives which will enable students to make connections in a variety of ways;
- To work with colleagues across the Student Support and Representation Directorate and the elected Sabbatical and Part-Time Officers to develop and strengthen the representative functions within colleges, including through coordination of college elections;
- To monitor and address the development of college committees;
- To provide administrative and secretariat support;
- To contribute to reports and publications as directed by the Community Manager

### **Finance**

- To assist college committees with the production of budgets and ensure that they are spending their funds efficiently and appropriately;
- To authorise and sign off on all college committee accounts;
- To support with the financial reporting on college sport accounts, as appropriate

### **Staffing**

- No direct staff reports
- To be responsible for volunteers and student staff

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### **General Notes**

- The principal role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job.
- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' Fair, Student Balls and any other key events, including elections if necessary.
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- To uphold YUSU's environmental and sustainability aims, ensuring good practice is met.



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- To abide by YUSU's constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- **YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**

## Person Specification

Requirements	Essential	Desirable
<b>Qualifications</b>		
Literate and numerate to a GCSE level	X	
Qualification in delivering training or relevant experience		X
Qualification in equality, diversity and inclusion or relevant experience		X
<b>Experience</b>		
Experience of working with students or volunteers	X	
Experience of communicating with a diverse range of people, both individuals and groups	X	
Experience in event planning, development, and delivery	X	
Experience in developing and managing budgets for events and activities	X	
Experience of working with community groups		X
Experience of developing creative and inclusive activity plans		X
Experience of guiding and supporting groups with a committee structure		X
Experience of working in a membership led or democratic organisation		X
<b>Skills</b>		
General IT skills including a working knowledge of Microsoft Office	X	
Able to write and deliver training to engage a range of audiences		X
Able to maintain effective relationships with key University staff, elected Officers and other stakeholders and partners	X	
Excellent interpersonal skills – able to communicate strongly in writing and verbally and able to present confidently to an audience	X	
Strong time management skills – able to meet deadlines and cope with varying workloads	X	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	X	
Understanding of governance within a Higher Education institution		X



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Possess a positive attitude to work and ability to organize own workload	X	
Able to work as part of a team as well as under own initiative	X	
Commitment to the delivery of high standards of customer service	X	

*Date Updated (& Initials):* April 2023 - CB