

## JOB DESCRIPTION

<b>Job Title:</b>	Community Organiser
<b>Reporting to:</b>	Campaigns and Liberation Development Coordinator
<b>Place of Work:</b>	Student Centre - University of York Students Union
<b>Hours of Work:</b>	5 hours per week during term time
<b>Salary Scale Point:</b>	£12.60 per hour
<b>Key Relationships:</b>	Student Support and Representation Director, Community Team, Student Voice and Insight Manager, Student Voice Team, Sabbatical Officers and Student Representatives

### Job Overview

We are looking to build a team of community organisers who represent the diversity of our student community at York. The principles of community organising are to bring people together in order to address shared concerns and work to improve the experiences of the community. Community Organisers will shape their priorities as a team and decide the direction of their work, which may include: creating and attending events with various liberation networks; gathering insight on the experience of historically marginalised students; meeting with and support students to organise around issues important to student communities; feeding into policy decisions of the Union in order to provide student voice; contributing to student-led campaigns as required; and having the opportunity to organise awareness activities to acknowledge diverse events, such as Black History Month or Disability History Month.

This role will be approximately 5 hours a week during semester time only. You will be supported by and meet regularly with a full-time member of Union staff. Training will be provided.

Community Organisers will be addressing issues of social inequality and widening participation, so we particularly welcome applicants who identify as one or more of the following:

- Disabled (including neurodivergent, mental health conditions)
- Estranged or care experienced (including refugee or asylum seekers)
- First in family
- International
- LGBTQIA+
- Local and/or commuting

- Marginalised gender (including but not limited to woman, nonbinary, trans, gender nonconforming and/or intersex)
- Mature (beginning undergraduate course after the age of 21 or a postgraduate course after age of 25)
- Parent, guardian or carer
- Student of colour
- Working class
- Postgraduate
- Part-time student
- Non-traditional student (i.e. on foundation year, distance learning)

### **Key Responsibilities**

There will be multiple Community Organisers in post and you will be expected to work as a team, with the support of your manager, to share the following tasks:

- Attend regular SU events and perform social listening to gather further insight
- Feed into policy decisions of the Union, including sitting on SUMmit when necessary
- Represent students on University committees as required, with support from Union staff
- Contribute to student-led or Union campaigns as required
- Organise awareness activities or support student groups/volunteers who would like to acknowledge awareness groups
- Facilitate work with elected officers, student groups, student leaders, volunteers and key partners to make welcoming events
- Work with other staff members in Student Voice team, such as Student Researchers, to collaborate on projects
- Support the delivery of the student-facing elements of the Union's Equality, Diversity and Inclusion Strategy and development action plan.
- Support key Student Voice projects and events throughout the year as required, which may include elections, the BAME Showcase and the recruitment of student representatives
- Perform administrative responsibilities as necessary, such as using shared inboxes, minute taking and managing calendars

## **York SU's Values and Behaviors**

To work with us, we ask all staff to uphold our core values and behaviors. These are:

### ***Ambition***

*We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.*

### ***Innovation***

*We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.*

### ***Social Conscience***

*We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.*

### ***Authenticity***

*We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.*

### ***Partnership***

*We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.*

## **General Notes**

- The principal roles and responsibilities of this post will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate by the union.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to the Union and their job.
- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook, constitution and employee policies.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Welcome events and Welcome Fair, Student Balls and any other key events, including elections.

- All staff are expected to champion an organisational culture which is inclusive and both values and celebrates diversity, and where students feel empowered to shape their Union.
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- Staff must uphold York SU's environmental and sustainability aims, ensuring good practice is met.
- Everyone must work within, promote and uphold the student-led and democratic ethos of the Students' Union.

## PERSON SPECIFICATION

Requirements	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Lived experience as a student from a historically marginalised background or experience working with a diverse range of people	X	
Current University of York student (this includes students at any stage including, but not limited to, first year students, postgraduate taught students, postgraduate research students, or apprentices)	X	
Experience leading and/or working in a team (can include volunteer experience)		X
Relevant experience of supporting a wide range of equality and diversity and/ or social responsibility activities.		X
Experience of supporting others to lead campaigns or run projects to bring about change and have measurable impact.		X
<b>Knowledge &amp; Skills</b>		
Knowledge of barriers relating to diversity and inclusion in Higher Education	X	
Strong written and verbal communication skills	X	
Sound planning and organisational skills		X
Knowledge of different cultural awareness dates or willingness to learn		X
Ability to support co-production of solutions with a wide range of staff and volunteer stakeholders		X
Knowledge of or willing to learn about equality and diversity legislation		X
A sound understanding of research skills, data analysis and evaluation		X
<b>Personal Attributes</b>		
Passion for making change		X
Driven to improve the student experience		X

Commitment to equality, diversity and inclusion and/ or social responsibility and removing barriers to equality	X	
Sound judgement and the ability to handle competing priorities and a challenging workload	X	
Willingness to take an innovative and solutions-based approach to challenges, whilst considering the thoughts and experiences of others.		X

*Date Updated (& Initials): June 2025 (AC)*