



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
T: 01904 32 3724
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JOB DESCRIPTION

Job Title: Fundraising and Volunteering Coordinator (maternity cover)

Reporting to: Community Manager

Place of Work: The Student Centre - University of York Students' Union (combination of office and home working)

Hours of Work: 35 hours per week (July 2021 – April 8th 2022)

Salary: £21,537 per annum

Job Overview

Working within the Communities team, the role of the Fundraising and Volunteering Coordinator is to provide operational support, advice and guidance to the range of volunteering projects and fundraising initiatives at the Union, enhancing both student experience and development. The post holder will work with student committees and elected officers to deliver events, fundraising activities and volunteering opportunities so that students are able to contribute and give back to their communities at the university, within the City, and further afield. The position will also support the delivery of additional volunteering activity within the Union, working with the Community Manager to develop one-off volunteering opportunities and develop work with external partners including Student Minds. It is also the responsibility of the coordinator to facilitate positive working relationships with key stakeholders across the University and in the charitable sector, ensuring effective communication and project delivery.

Key Responsibilities

Service delivery

- To provide operational support, advice and guidance to the Union's volunteering projects and fundraising initiatives;
- To coordinate new and existing student volunteering projects with the aim of enhancing the quality of experience for York students;
- To establish and maintain positive working relationships with key stakeholders at the University;
- To establish and maintain positive working relationships with external stakeholders, where appropriate;
- To coordinate the short- and long-term provision and organisation of resources, including managing room bookings and storage facilities for student-led projects;
- To support the elected RAG and Volunteering officers in delivering their manifestos and to provide operational support for the networks' events and activities;
- To work on their own initiative to develop and build new programmes and opportunities that will increase engagement and participation in RAG and volunteering;



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- To remain up to date with student RAG and volunteering trends, both locally and nationally through research and networking;
- To be aware of statutory requirements governing the operation of RAG and volunteering groups including DBS checks and safeguarding practices, providing advice and support to ensure these requirements are met

Finance

- In conjunction with the Community Manager, act as a signatory on the RAG and Volunteering specific budget lines;
- To identify opportunities for increased funding to enhance RAG and volunteering provision at York by accessing university and external funding grants;
- To coordinate the grant application and allocation process for YUSU volunteering projects

Key tasks

- To develop support systems for RAG and volunteering in the planning, preparation, delivery and reporting of their activities and events, and being the staff lead for dedicated RAG and volunteering weeks;
- To build positive working relationships with university and external stakeholders;
- To act as the main point of contact for charities and other civic-minded stakeholders;
- To oversee the organisation of RAG and volunteering events, ensuring impact monitoring and evaluation of results are embedded;
- To enhance and improve the planning and promotion of YUSU's RAG and volunteering opportunities;
- To assess and identify training and development needs of student leaders and work with other YUSU staff members to organise a deliver a programme of training to meet their needs;
- To coordinate the annual selection of YUSU charity beneficiaries;
- To coordinate YUSU's Just Giving page and facilitate student fundraising in compliance with relevant policies and processes;
- To identify opportunities for RAG and volunteering projects to engage with local events, both on and off campus;
- To maintain and manage various databases relating to RAG and volunteering to ensure data is up date, secure, and managed in-line with data protection guidelines;
- To work with the Activities Officer and Community Manager to identify potential funding opportunities for volunteering projects and coordinate bids on YUSU's behalf;
- To provide staff support to YUSU's elected Sabbatical Officers, as appropriate;
- To attend meetings, training courses, and conferences deemed appropriate to the position

General Notes

- The principle role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.



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- 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.
- 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
Qualifications Experience		
Literate and numerate to a GCSE level	X	
Qualification in delivering training or relevant experience		X
Experience		
Experience in coordinating and/or delivering projects	X	
Experience in recruiting and/or working with volunteers	X	
Experience in planning, promoting and coordinating events and activities in-person and/or online	X	
Experience of writing funding bids		X
Experience in designing and delivering training		X
Experience of media relations, campaign planning and/or public relations/affairs		X
Knowledge & Skills		
Ability to work effectively using own initiative	X	
Budgeting for events/fundraising activities		X
Ability to effectively promote a service	X	
Research skills, specifically monitoring and evaluation of data	X	
Ability to communicate effectively either one-to-one and in groups and present information clearly and concisely in writing and verbally	X	



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Excellent organisation and time management	X	
Ability to establish relationships with a wide range of stakeholders both within and outside the University, including students and management	X	
Personal Attributes		
Knowledge of charity law and rules and regulations regarding fundraising and donations		X
Knowledge of data protection regulations	X	
Knowledge of issues affecting students in Higher Education		X
Positive about working in a member-led organisation	X	
Flexible approach to work	X	
A positive approach to problem solving	X	
A commitment to equality of opportunity	X	

Date Updated (& Initials): June 2021, CB.