



JOB DESCRIPTION

Job Title:	Maternity Cover: Student Citizenship and Employability Development Coordinator
Reporting to:	Connor Briggs
Place of Work:	Student Centre - University of York Students Union
Hours of Work:	35 hours per week
Salary Scale Point:	6-8 (£28,959 - £31,494 per annum)

Job Overview

The Student Citizenship and Employability Development Coordinator, part of the Communities team, will oversee and grow volunteering and fundraising programs to boost participation and enhance student experience and development.

The role includes providing operational support, advice, and ensuring safe, regulated activities, including managing DBS checks and ensuring compliance with legal fundraising regulations. The Coordinator will collaborate with student representatives to help operationalise their manifesto pledges, empowering students to access opportunities and develop skills through activities that promote active citizenship to give back to their communities within the university, within the City, and further afield. Additionally, the position will support the Union's volunteering efforts, working with the Community Manager and external partners.

The post holder will develop and implement York SU's student employability plan, helping students participating in Union opportunities to self-reflect on their experiences and articulate them through the lens of skills, attributes and personal development. The role will establish systems to assess the impact of student opportunities on confidence and skill growth, supporting students to identify future career paths based on their interests and aspirations.

The Development Coordinator will also build relationships with key stakeholders, particularly the University's Careers and Systems department, to align volunteering and employability efforts.

Key Responsibilities

- To provide operational support, advice and guidance to the Union's pre-existing and new volunteering projects and fundraising initiatives;

- To lead on the development, delivery, and embedding of a York SU employability plan which supports student leadership, development and self-reflection;
- To develop systems and processes to support students in understanding their confidence and skills growth, with clear and robust data collection and processing avenues;
- To work in collaboration with the Careers and Systems department to ensure alignment in employability related activity;
- To establish and maintain positive working relationships with key stakeholders at the University;
- To establish and maintain positive working relationships with external stakeholders including but not exhaustive of NASFA, NUS, York CVS, fundraising and volunteering regulatory and training bodies
- To support the elected officers in delivering their manifestos and to provide operational and financial support for student networks' events and activities;
- To work on their own initiative to develop and build new programmes and opportunities that will increase funding for, and engagement in, fundraising and volunteering;
- To remain up to date with student fundraising and volunteering trends, both locally and nationally through research and networking;
- To be aware of statutory requirements governing the operation of fundraising and volunteering activity, providing advice and support to ensure these requirements are met to both students and staff members;
- To be the organisation's coordinator of Disclosure and Barring Service (DBS) checks, and to be the lead countersignatory.

Finance

- In conjunction with the Community Manager, act as a signatory on the fundraising and Volunteering specific budget lines;
- To support elected officers with realistic budget setting, ensuring the cost effectiveness of events and the financial stability of student groups
- To identify opportunities for increased funding to enhance fundraising and volunteering provision at York by accessing university and external funding grants;
- To coordinate the grant application and allocation process for York SU volunteering projects.

Key tasks

- To support fundraising and volunteering opportunities in the planning, preparation, delivery and reporting of their activities and events, and being the staff lead for dedicated fundraising and volunteering weeks;



- To lead on the development, delivery and embedding of a York SU employability plan which supports students participating in York SU opportunities and representation networks;
- To build positive working relationships with the University and external stakeholders, identifying where appropriate opportunities for collaboration and shared impact collection and reporting;
- To act as the main point of contact for charities and other civic-minded stakeholders;
- To oversee the organisation of fundraising and volunteering events, ensuring impact monitoring and evaluation of results are embedded;
- To enhance and improve the planning and promotion of York SU's fundraising and volunteering opportunities;
- To assess and identify training and development needs of student leaders and work with other York SU staff members to organise a deliver a programme of training that meets them;
- To coordinate the selection of York SU's charity beneficiaries;
- To coordinate York SU's Just Giving page and facilitate student fundraising in compliance with relevant policies and processes;
- To identify opportunities for fundraising and volunteering projects to engage with local events, both on and off campus;
- To maintain and manage various databases relating to fundraising and volunteering to ensure data is up date, secure, and managed in-line with data protection guidelines;
- To work with the Union Development Officer and Community Manager to identify potential funding opportunities for volunteering projects and coordinate bids on York SU's behalf;
- To provide staff support to York SU's elected Sabbatical Officers, as appropriate;
- To attend meetings, training courses, and conferences deemed appropriate to the position

York SU's Values and Behaviours

To work with us, we ask all staff to uphold our core values and behaviours. 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 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, constitution and 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 if necessary.
- All staff are expected to champion an organisational culture which is inclusive and values and celebrates diversity, 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.
- To uphold York SU's environmental and sustainability aims, ensuring good practice is met.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.



PERSON SPECIFICATION

Requirements	Essential	Desirable
Qualifications & Experience		
Literate and numerate to GCSE level	X	
Qualification in delivering training or relevant experience		X
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		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 and present information clearly and concisely in writing and verbally	X	
Excellent organisation and time management	X	
Ability to establish relationships with a wide range of stakeholders	X	
Understanding of charity law, fundraising legislation and regulations	X	
Knowledge of data protection regulations	X	
Knowledge of issues affecting students in Higher Education		X
Personal Attributes		
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	

