

## JOB DESCRIPTION

<b>Job Title:</b>	Student Communities Development Coordinator
<b>Reporting to:</b>	Community Manager
<b>Place of Work:</b>	Student Centre - University of York Students Union
<b>Hours of Work:</b>	35hrs/wk
<b>Salary Scale Point:</b>	£29,609 - £32,144

### Job Overview

York SU believes that every student should feel they belong. We are committed to developing community building projects and initiatives that will support students to make connections, foster inclusive and culturally diverse spaces and empower student voice and representation. The *Student Communities Development Coordinator* will play a key role in developing this work with a particular focus on supporting and empowering students from under-represented groups and traditionally marginalised backgrounds. The post holder will support these groups to community build and have their voices heard and acted upon, working closely with officers and SU colleagues. Duties include:

- Supporting marginalised communities and under-represented student groups to build inclusive, identity-based communities where students can find belonging and solidarity.
- Lead the Union's community organising programme, ensuring the lived experiences of marginalised students inform all our work.
  - Champion postgraduate inclusion, ensuring postgraduate students are visible, connected, and represented within York SU's community and service delivery.
  - Support activity to embed equity, diversity and inclusion across York SU's membership services.

### Support under-represented groups, marginalised students and the development of student networks

- Coordinate and develop vibrant networks of equity-focused student leaders.
- Provide training, development, and mentoring to help members lead

campaigns, host community events, and engage their peers.

- Support the creation and sustainability of identity-based social networks and spaces that foster belonging and connection.
- Develop systems and processes through which students can curate inclusive and diverse spaces and initiatives, supported by the Union.
- Facilitate collaboration between under-represented groups and Sabbatical Officers, staff, and university stakeholders.
- Equip students with skills, tools, and confidence to influence decisions, lead change-making activity, and shape the Union's agenda.
- Work with the team to identify and remove barriers to participation in Union activity and representation.
- Develop and lead organisational-wide policy and campaigns that seek to involve students in issues affecting them and deliver positive change for students.
- Attend internal and external meetings and committees as required.

### **Community Organising**

- Develop and deliver York SU's community organising model, leading a team of students and enabling students to connect through shared interests, values, and experiences.
- Implement social listening methods to gather insights from underrepresented and postgraduate students.
- Work with the *Research and Insight Development Coordinator* to analyse and share insights across York SU to ensure policy, campaigns, and services are informed by student experience.
- Train officers, reps, and student leaders in listening and organising skills to build capacity across the organisation.

### **Postgraduate Inclusion**

- Lead initiatives to understand and respond to postgraduate student needs and priorities.
- Create postgraduate-specific engagement opportunities, supporting and developing campaigns and community building initiatives.
  - Work collaboratively with the university stakeholders to strengthen belonging and representation of postgraduate students, including postgraduate research students.

### **EDI Development**

- Work across York SU to embed equity, diversity and inclusion into membership services.
- To work with Union colleagues to develop and deliver SU-led events and activities that have a specific focus on equity, diversity and inclusion.
- To lead on a programme of training, resources and guidance to support student leaders and groups to foster equitable and inclusive spaces.
- Advise and support Sabbatical Officers on equity and inclusion

- campaigns.
- Identify funding and partnership opportunities to support equity-focused activity.
  - To facilitate grant funding initiatives designed to build community, foster inclusion and celebrate diversity.
  - Support the evaluation and reporting on the impact of engagement, ensuring continuous improvement.

## **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

<b>Qualifications &amp; Experience</b>	<b>E</b>	<b>D</b>
Professional qualification and/or demonstrable experience in equality, diversity and inclusion, social justice or related fields	x	
Experience of supporting marginalised or under-represented groups to build community, influence change, or have their voices heard	x	
Experience of community organising, social listening, or participatory engagement methods	x	
Experience collaborating across teams and organisations, including students, staff, and external stakeholders	x	
Experience of supporting others to lead campaigns, projects, or community initiatives with measurable impact	x	

Demonstrable experience of engaging and influencing decision-makers through policy development, recommendations, and/or report writing	x	
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Experience of working within the Higher Education or Students' Union environment		x
Experience of postgraduate student engagement, including taught or research postgraduate communities		x
Experience of training, mentoring, or developing student leaders or volunteers		x

<b>Knowledge &amp; Skills</b>	<b>E</b>	<b>D</b>
Excellent communication and presentation skills, with the ability to communicate complex or sensitive issues clearly, confidently, and persuasively	x	
Strong planning, project management, and organisational skills, including managing multiple priorities	x	
Knowledge and understanding of equity, diversity and inclusion principles, including structural inequality and systemic barriers	x	
Knowledge and understanding of the issues facing students in the Higher Education environment, particularly those from under-represented or marginalised backgrounds	x	
Ability to co-produce solutions with students, staff, officers, and volunteers	x	
Ability to gather, analyse, and use insight (including qualitative feedback and lived experience) to inform policy, campaigns, and service development	x	
Understanding of relevant equality and diversity legislation and its practical application		x

<b>Personal Attributes</b>	<b>E</b>	<b>D</b>
Demonstrable commitment to equity, inclusion, and social justice, with a values-led approach to work	x	
Confidence to work with and challenge decision-makers constructively to achieve positive change for students	x	

Strong judgement and resilience, with the ability to manage competing priorities in a fast-paced environment	x	
Ability to build trust and positive relationships with diverse communities and stakeholders	x	
Ability to lead on equality of opportunity who actively seeks to remove barriers to participation and representation	x	

***Last Updated: May 2026, CB***