



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
W: yusu.org



Job Title	Student Engagement Coordinator
Reporting to	Student Engagement Development Coordinator
Place of Work	Hybrid - University of York Student Union (YUSU) and remote working (UK based).
Hours of Work	35 hours per week
Salary	£ 22,735 - £25,100 pro rata, per annum

Purpose of role

The Coordinator will be responsible for supporting the delivery of YUSU's academic representation system, administrative support, and supporting planning, training, influencing activity and relevant projects across the Student Voice department and wider University.

Main service delivery accountabilities

- To support the development of academic representation and students' and University engagement with it.
- To regularly communicate with Academic Representatives to ensure they are fully supported and remain engaged with University committees and Students' Union forums.
- To develop the effectiveness of academic reps and increase understanding, across campus, of their purpose and impact.
- To support the development and delivery of training programmes to student leaders.
- To support the delivery of YUSU elections.
- To work with the Student Voice Team to deliver relevant projects and campaigns with a particular focus on student democracy and policy-development.
- To establish and maintain positive working relationships with key University staff in academic departments and other key partners such as the Graduate Students' Association (GSA).
- To support student engagement with the National Student Survey (NSS) and their equivalents, and to support student representatives to use NSS findings to inform our education policy work.



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- To work with the Student Voice Team on reward and recognition for Academic Representatives, as required.
- To keep up to date with issues facing students in Higher Education, and monitor institutional, local and national policy developments to ensure that Reps are well briefed.
- To support the delivery of the YUSU Excellence in Teaching & Supervision Awards and other relevant events.

Finance

- To support administration of the academic representation budget.

Staffing

- To contribute to training and supporting Department and Course Reps and other elected student leaders.
- To contribute to training and supporting student staff.

General notes

- YUSU envisages that this post will develop through time and the post-holder is expected to be proactive in pursuing these changes.
- Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying high standards of integrity and professionalism at all times.
- The principle roles and responsibilities will change from time to time and the post holder is required to take a flexible approach and undertake any additional duties as deemed appropriate.
- Staff are encouraged to continuously learn and will be supported to develop an individual 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 policies and procedures and conditions of service contained in the staff handbook.
- The staff team assists in key events throughout the year e.g. student balls and any other key events if necessary.



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Student Engagement Coordinator

Person specification

REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
Educated to degree level (or equivalent experience)		*
EXPERIENCE		
Experience of working with students or supporting volunteers		*
Experience of using an evidence-based approach to prepare documents, reports and resources	*	
Broad understanding of issues affecting the Higher Education Sector		*
Experience of working in a membership led or democratic organisation, including with elected Officers		*
Experience of communicating and engaging with a diverse range of stakeholders, both individuals and groups at different levels	*	
Experience of project work and project planning	*	



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Experience of setting up quality monitoring and evaluation systems		*
Experience of training volunteers		*
SKILLS AND ATTRIBUTES		
Strong administration, IT and computer literacy skills, including spreadsheets and word	*	
Good digital literacy – able to use social media and web based applications to support effective communications and membership engagement	*	
Excellent interpersonal skills - able to communicate articulately and confidently	*	
Strong time management skills – able to meet deadlines and cope with varying workloads	*	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	*	
A positive attitude to work and ability to organise own workload	*	
Able to work as part of a team as well as under own initiative	*	
Commitment to quality, attention to detail and the delivery of high standards of customer service	*	



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Able to disassociate personal political views from the role	*	
Able to influence others	*	
Commitment to the principles and practices of equality and diversity	*	
Ability to establish strong working relationships with a wider range of individuals, both internally and externally	*	