



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	Student Engagement Development Coordinator
Reporting to	Student Voice and Insight Manager
Place of Work	The Student Centre York, Heslington West Campus
Hours of Work	35 hours per week
Salary	£25,273 to £27,549 per annum

Purpose of Role

To develop and ensure effective academic representation across the University of York. To provide high level coordination and development support to YUSU's student academic representation and quality monitoring structures. The role will involve supporting the development of YUSU's representation activities, including special projects, training, evaluation, education policy, campaigns and influencing activity. The post holder will manage the Student Engagement Coordinator and as needed, student members of staff.

Key duties

- To work with the head of department to develop and deliver YUSU's academic representation strategy.
- Develop and implement approaches, in partnership with the University, monitoring quality and measuring the impact of student voice activities.
- To lead on the development of academic representation and students' engagement with it.
- To develop and design training resources, training programmes and deliver training with academic representatives.
- To develop, monitor and enhance innovative methods of communicating with academic representatives.
- To motivate and recognise the impact of student volunteers by enhancing YUSU's approach to rewards and recognition.
- To prepare and support student officers and representatives for engagement with the University's committees.
- To provide expert advice and guidance relating to student engagement locally and nationally; suggesting solutions or avenues of exploration.
- To establish and maintain positive working relationships with key University staff including but not exhaustive of, departmental administrators, student voice contacts and the academic quality team.
- To lead on YUSU's engagement with NSS (and their equivalents) including monitoring student engagement, evaluating results and providing student-centred recommendations for the organisation.



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- To develop and lead on a programme of academic events including the YUSU Excellence in Teaching & Supervision Awards and other relevant events, such as University Challenge.
- Leading on and supporting organisation-wide projects and campaigns which relate to students' academic careers and student voice activity.
- To develop and support evidence gathering and undertake research to inform internal and external policy development and evaluation, working across the wider Department 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 officers and staff are well briefed.

Finance

- To administer and monitor the academic representation budget.

Staffing

- Line management of the Student Engagement Coordinator and occasional student support staff.

Key relationships and interdependencies

- The YUSU elected Academic Officer and other Sabbatical Officers.
- Student Voice Manager and the wider Student Support and Representation Directorate.
- The Graduate' Students Association.
- University of York colleagues including but not limited to the PVC for Learning, Teaching & Students, Associate Deans, departmental student voice contacts and the Academic Quality Team.

General Notes

- YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.
- 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.
- The staff team assist in key events throughout the year e.g. the annual Freshers' Fair, student balls and any other key events if necessary.



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Student Engagement Development Coordinator Person Specification

Requirements	Essential	Desirable
QUALIFICATIONS		
Qualification short of degree level associated within this field. (NVQ level 4 or equivalent)	Essential	
EXPERIENCE		
Experience of working with students or volunteers	Essential	
Broad understanding of issues affecting the Higher Education Sector and trends and issues within Students' Unions		Desirable
Experience of working in a membership led or democratic organisation		Desirable
Experience of communicating with a diverse range of people, both individuals and groups	Essential	
Demonstrable experience of project work and project planning	Essential	
Experience of planning, delivering and evaluating effective campaigns and/or influencing activity	Essential	
Experience of developing and delivering training		Desirable
Experience of using an evidence-based approach to prepare documents, reports and resources	Essential	
Ability to analyse and interpret data	Essential	
Experience of developing, interpreting and evaluating policy		Desirable
SKILLS		
High level of attention to detail	Essential	
IT competent with a good level of digital literacy – able to use web based applications to support effective service delivery and student engagement	Essential	
Excellent interpersonal skills - able to communicate well both written and verbally	Essential	
Strong time management skills – able to meet deadlines and cope with varying workloads	Essential	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	Essential	
Possess a positive attitude to work, able to work as part of a team as well as under own initiative	Essential	
Commitment to working in partnership with students to ensure they are at the heart of YUSU and University decision-making	Essential	
Able to disassociate personal political views from the role	Essential	
Strong administration skills	Essential	