Job profile

Job title   Student groups manager
Reports to   Head of opportunities
Responsible for   Student groups coordinator, student staff
Salary   £37,617

Job purpose

The postholder will be responsible for the development of our student groups which support community-building and social cohesion in the University. They will support the establishment of student-led activities, ensure opportunities for personal development are maximised within those activities, and embed a culture which encourages student leadership of projects.

Duties

- Implement an activities strategy which focuses on creating and developing student groups – including societies, communities, media, fundraising and volunteering – in a student-led and sustainable manner, with a focus on broadening and deepening engagement in such activities
- Lead or contribute to projects in relevant areas such as induction/welcome
- Introduce new methods of engagement which reflect our hyper-diverse membership
- Develop and implement training and other development programmes for student leaders in student groups, ensuring alignment with University projects where relevant and appropriate
- Ensure appropriate training for planning, finance, risk assessment and other relevant actions is implemented and embedded in student-led activities
- Oversee the provision of resources for student groups including facilities and finance
- Work with colleagues to establish means to evaluate the efficacy of activities
- Support the development of digital service delivery
- Manage the team's performance
- Manage the team's budget

Additional responsibilities of all staff

- Be a team player by working with colleagues and students across a range of projects
- Maintain high standard of professionalism, confidentiality and respect for student, colleagues and visitors
- Adhere to and apply the Union's values, policies and procedures
- Be responsible for observing and implementing good health and safety practices
- Travel to/between and work at all three UEL sites when required
- Attend committees, meetings, training, conferences and other events
- Attend occasional weekend and evening events, according to organisational needs
- Participate in major Union events and activities as and when required
- Undertake any other duties as reasonably requested by line manager

Person specification

All criteria listed are essential for this role except where stated desirable.

Education/qualifications (application form)
- Relevant continuing professional development (desirable)

Professional experience (application form)
- Working in a similar role with proven success
- Developing relevant solutions to target specific audiences
- Planning, executing and reviewing activities and events
- Developing and maintaining relationship with key stakeholders
- Risk management and health and safety (essential) in volunteering (desirable)
- Managing teams of staff with proven success (desirable)
- Managing and working in a matrix management structure (desirable)

Knowledge, skills and abilities (interview)
- Understanding of challenges associated with working with a 'hyper-diverse' community
- Awareness of current trends in activities
- Understanding of personal development through engaging in community groups and activities
- Excellent organisational skills including managing conflicting priorities and a diverse workload
- Able to take on responsibility for delivering tasks to ensure targets are met
- Able to communicate and work effectively in a team and using own initiative
- Excellent inter-personal skills including being able to clearly communicate with other staff members at all levels
- Excellent IT skills including Microsoft Office
- Innovative and creative approach to work

Personal attributes (interview)
- Willing and able to work in a fast-paced, challenging environment
- Willing and able to work in a student-led, democratic organisation
- Willing and able to work flexibly including occasional evenings and weekends
- Sensitive to the needs of a diverse community and cultural differences