



**University of York Students' Union**  
Registered in England and Wales.  
Charity Number: 1173404 Company Number: 10688097  
Registered Office: The Student Centre, James College,  
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## JOB DESCRIPTION

<b>Job Title</b>	Student Engagement Coordinator
<b>Reporting to</b>	Student Engagement Development Coordinator
<b>Place of Work</b>	The Student Centre York, Heslington West Campus
<b>Hours of Work</b>	35 hours per week annualised
<b>Salary</b>	£20,990.73 - £23,175.37 per annum

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### Purpose of Role

To support the development and effective delivery of YUSU's highly regarded academic representation system, across the University of York.

The Coordinator will be responsible for administrative support, ensuring effective communication with academic representatives, and supporting planning, training, influencing activity and relevant strategic projects.

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### Main service delivery accountabilities

- To support the development of academic representation and students' and University engagement with it.
- To support the development and delivery of training programmes to academic representatives and other student leaders.
- To develop the effectiveness of academic reps and increase understanding, across campus, of their purpose and impact.
- To support the delivery of all academic representation elections and recruitment.
- To work with the Student Voice Team to deliver the 'Academic Strategy' and other strategic projects.
- To establish and maintain positive working relationships with key University staff, in particular designated staff within academic departments responsible for student voice.
- To support the development of the Student Voice Team's partnership approach, by working collaboratively with academic departments and other key partners such as the Graduate School Association (GSA).
- To work with the Student Engagement Development Coordinator to monitor, report and evaluate the impact of academic representation across the University.
- To support student engagement with the National Student Survey (NSS) and their equivalents, and to support Academic Representatives and other student leaders to use NSS findings to inform our education policy work.
- To work with the members of the Student Voice Team on reward and recognition for Academic Representatives.
- 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 prepare and support Academic Representatives for University committees and Students' Union forums.
- 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.
- To contribute to training and supporting student staff.

## **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.
- 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 assist in key events throughout the year e.g. the annual Freshers' Fair, student balls and any other key events if necessary.

**Student Engagement Coordinator  
PERSON SPECIFICATION**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>		
Educated to degree level (or equivalent experience)	*	
<b>EXPERIENCE</b>		
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	*	
Experience of setting up quality monitoring and evaluation systems		*
Experience of training volunteers		*
<b>SKILLS AND ATTRIBUTES</b>		
Strong 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	*	
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	*	