



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](mailto:enquiries@yusu.org)  
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## JOB DESCRIPTION

<b>Job Title</b>	Student Engagement Development Coordinator
<b>Reporting to</b>	Student Voice Manager
<b>Place of Work</b>	The Student Centre York, Heslington West Campus
<b>Hours of Work</b>	35 hours per week
<b>Salary</b>	£ 24,267.68 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 highly regarded student academic representation and quality monitoring structures. The coordinator will be responsible for administrative support and ensuring regular communication with academic representatives. The role will also involve supporting the development of YUSU's representation activities, including special projects, training, evaluations, education policy, campaigns and influencing activity. The post holder will manage the Student Engagement Coordinator.

### Key duties

- To work with the head of department to develop and deliver YUSU's academic representation strategy.
- To work with the head of department to develop and implement systems for monitoring quality and measuring impact.
- To lead on the development of academic representation and students' engagement with it.
- To develop and support evidence gathering and undertake research to inform internal and external policy development and evaluation.
- To develop and support an effective project management framework in which Union campaigns and student-led initiatives are enabled and can flourish.
- To develop and design training resources, training programmes and deliver training with academic representatives.
- To prepare briefings for student officers and representatives prior to meetings and to provide secretariat around Officer's engagement with the University's committees.
- To develop and strengthen the representative functions within academic structures, both with students and external stakeholders.
- To provide expert advice and guidance relating to academic representation 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, and the academic quality team.
- To oversee a programme of regular communications with academic representatives.
- To develop and deliver a plan to increase student engagement with the National Student Survey (NSS) and their equivalents.



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- To work with the members of the team on reward and recognition for students.
- 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.

### **Finance**

- To administer and monitor the academic representation budget.

### **Staffing**

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

### **Main Duties and Key Tasks**

- 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.

### **Key relationships and interdependencies**

- The YUSU elected Academic Officer.
- Student Voice Manager and the wider Student Support and Representation Directorate.
- The Graduate' Students Association.
- University of York colleagues including the PVC for Learning and Teaching, Associate Deans, 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
<b>QUALIFICATIONS</b>		
Literate and numerate to a degree level	*	
<b>EXPERIENCE</b>		
Experience of working with students or volunteers	*	
Broad understanding of issues affecting the Higher Education Sector and trends and issues within Students' Unions		*
Experience of working in a membership led or democratic organisation		*
Experience of communicating with a diverse range of people, both individuals and groups	*	
Demonstrable experience of project work and project planning	*	
Experience of planning, delivering and evaluating effective campaigns and influencing activity	*	
Experience of developing and delivering training		*
Experience of using an evidence-based approach to prepare documents, reports and resources	*	
Ability to analyse and interpret data	*	
Experience of developing, interpreting and evaluating policy		*
<b>SKILLS</b>		
High level of attention to detail	*	
Strong general IT skills including a working knowledge of Microsoft Office	*	
Excellent interpersonal skills - able to communicate well both written and verbally	*	
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	*	
Possess a positive attitude to work, able to work as part of a team as well as under own initiative	*	
Commitment to working in partnership with students to ensure they are at the heart of YUSU and University decision-making	*	
Able to disassociate personal political views from the role	*	
Strong administration skills	*	
Strong writing skills and report writing	*	