



The University of York / The Student Centre  
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## JOB DESCRIPTION

<b>Job Title</b>	Student Opportunities Coordinator
<b>Reporting to</b>	Opportunities Manager
<b>Place of Work</b>	The Student Centre
<b>Hours of Work</b>	35 hours per week
<b>Rate of Pay</b>	£20,579.14 per annum

### Purpose of Role

Working within the Student Opportunities directorate and alongside a team of elected student officers this post will provide development and support to The University of York Societies, Student Media Groups and the Give it a Go programme. The post holder will provide administrative, advisory and development support to student committees. At YUSU, we want to foster a sense of ownership, and build self-sufficiency and an enterprising spirit within our very active student groups, the post holder will be responsible for developing this program. This role will also be responsible for the relationships our award winning student media, specifically print media, has with the institution. To understand our impact and make sure our Student Opportunities offer is evolving as quickly as our students, we must develop data capture systems, conduct research with, analyse trends and adapt, the post holder will make recommendations to the Opportunities Manager on findings, becoming an expert in student groups at York. The role sits within a wider Student Opportunities directorate and will work with the team to develop student activities and opportunities provision across societies and student media groups, developing high quality training and ensuring the continued growth through our Give it a Go (GIAG) program. As a member of the YUSU staff team, the post holder will contribute to and support the delivery of our strategy and operating plans.

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### Operational Management

- To lead on the development of society and student media groups, including committees and representatives, providing a conduit for delivery into student groups.
- To be responsible for the research and development of society, student media and GIAG opportunities at York.
- To provide expert advice and guidance to the Opportunities Manager on issues and opportunities relating to societies and student media including local needs and national trends; suggesting solutions or avenues of exploration.
- To establish and maintain positive working relationships with key university staff including but not exhaustive of, facilities management teams, careers and alumni departments.
- To liaise with liberation groups to identify issues facing students in societies and student media; and to support society committees in resolving these issues.

- To help develop and support a wide breadth of society and student media events; this includes collective responsibility for signing off these events.
- To work under own initiative to develop and build new programmes and opportunities that will increase engagement and participation across societies, student media and YUSU as well as ensuring an ongoing benefit to participation for students
- To develop a training program for societies, student groups and student media that supports them to be effective groups but also develops employment skills
- To create processes for societies and student media to fundraise and foster entrepreneurship
- To take the lead where appropriate, in supporting new and existing societies and student media groups with a view to make them more accessible, to meet demand from students and enhance the quality of experience for York students.
- To build strong working relationship with the Students' Union media groups, reviewing current practices and agreeing a development plan aimed at increasing self sufficiency
- To work with the media lawyer to ensure that high journalistic standards are met and that Editors have a clear understanding of their role and responsibility.
- To support the Activities Officer in delivery of their manifesto and the officer team's vision for the development and delivery of student opportunities
- To support the Unions members on a day to day basis to participate in and benefit from student societies and student media and participation opportunities.
- To be responsible for the development of the Give It A Go programme, creating opportunities to increase participation across student opportunities and the organisations programmes as a whole.

## **Finance**

- Day to day management of societies and media budgets
- Advise Opportunities Manager on budget development
- To ensure societies set realistic and appropriate budgets, ensuring the cost effectiveness of events and the financial stability of the groups.
- To be a joint signatory on society and student media discretionary funds in line with pre agreed budget.

## **Staffing**

- Day to day supervision and objective setting for the work of the Give it a Go assistant in developing termly Give it a Go Programmes.

## **Key Tasks**

- To respond promptly to face to face, email and telephone enquiries from students wanting to get involved in any aspect of student opportunities with a specific focus on societies and student media and to resolve any issues that might develop.
- Communicating regularly with full and part time officers and committees helping them to develop their project issues and aims.
- To create and oversee an organisational timeline of activity and responsibilities for the delivery of services for societies and student media
- Provide a range of administrative support to student groups which may include room bookings, event support and financial planning.
- To review and update all policies and procedures that relate to YUSU's societies and student media
- To support major events within YUSU relating to student opportunities and societies including Fresher's Fair and Love York awards

- To develop, maintain and manage various databases relating to student activities ensuring information is up to date, secure and managed in line with data protection guidelines.
- To build relationships with relevant university staff and societies and facilitate collaborations/connections across these areas.
- To review and develop the grant allocation process in conjunction with the Student Activities Officer and Opportunities Manager for all societies and student media and to liaise with YUSU Finance Office and societies to ensure the healthy and proper management of group accounts
- To work with the Student Activities Officer and the Opportunities Manager to identify potential funding opportunities for activity and to coordinate bids on YUSUs behalf.
- Support student societies and student media with the organisation of their annual general meetings, development of society constitutions and all other democratic processes.
- To support the Student Activities Officer in delivering development initiatives to all societies and student media groups.
- To promote the benefits and successes of YUSUs societies, student media groups and GIAG both internally and externally.
- Attend Societies Committee and Media Committee meetings and take the minutes, as required.
- To attend meetings, training courses and conferences deemed appropriate to the position.
- To lead the work within the student opportunities team along with officers to recruit to societies committee positions.
- Lead on the induction and training of all societies and student media committees – evaluate past year and set goals for term ahead.
- Provide support to the Opportunities Manager and other Student Opportunities staff

## **General Notes**

- The principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a 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 information guide.
- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' Fair, Summer Ball and any other key events if necessary. Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- To uphold YUSU's environmental and sustainability practices, ensuring good practice is met.
- To abide by YUSU constitutions and policies.
- To work within, promote and uphold the student- led and democratic ethos of the Students' Union.
- YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.

## Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		
Literate and numerate to a GCSE level	*	
Qualification in delivering training		*
<b>EXPERIENCE</b>		
Experience of working with societies	*	
Experience of working as part of team	*	
Experience of developing people and groups	*	
Experience of working in a membership led or democratic organisation		*
Experience of communicating with a diverse range of people, both individuals and groups	*	
Previous involvement in project planning and management		*
<b>SKILLS</b>		
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 and ability to organise own workload	*	
Able to work under own initiative and be creative		*
Commitment to the delivery of high standards of customer service	*	