



CITY
STUDENTS'
UNION

Activities & Events Coordinator

Recruitment Pack



Welcome

Thank you for your interest in City, University of London Students' Union (the Union) and becoming the Activities & Events Coordinator. This pack contains an overview of the Union, the role and information on how you can apply.

The Union exists to represent all 19,000 of our members - every City student. We're run by students, for students, and provide support, representation, advice and activities throughout the good times and the tough times.

We're governed by a board of ten Trustees, who work alongside our student Officers, small staff team, and hundreds of student volunteers to run a thriving and active students' union in the heart of London. The Union has gone through continual development over the past two years after recruiting a number of staff to re-energise the Union. It's an exciting time for us, with a new strategic plan, rebrand and new physical space for our services.

This is a great opportunity to take on an essential role in a developing and dynamic charity committed to changing lives and we look forward to your application.



**Kristina
Pereygina**
Board of
Trustees Chair
18/19



Philip Gilks
Chief Executive

About Us

With a rich history spanning over 100 years, City, University of London Students' Union is the primary organisation representing the views of over 19,000 students at City, University of London to the institution and beyond.

With 3 Full-Time Student Officers, a small team of permanent staff and the involvement of student volunteers, the Union is at the heart of activity on campus. The Union delivers a range of services and support for its members, from independent academic advice to supporting our Programme Reps to enhance their course, to promoting the employability and development of students through our Student Activities department. The Union also runs a Shop which sells a range of products, including ethically sourced University branding clothing, merchandise, confectionary and stationary.

The Union is striving to develop as an organisation and has recently become a Company Limited by Guarantee, moved into a new space on campus and successfully increased its block grant to support this.



Our Vision, Values & Strategy

Our Vision:

“City Students’ Union: A high quality, sector-leading students’ union”.

As a students’ union, we must constantly be striving to be the very best organisation for our membership, no matter which direction they lead us. This means we should always be high quality and at the forefront of our sector.

Our Values:

We are Inclusive. We are Broad-minded. We are Creative. We are City Students’ Union.

At the heart of everything that the Students’ Union does are its values. They give us our identity, guide how we make decisions, and how we conduct ourselves. We are proud that our values are unique, giving us an identity and way of working that is rarely replicated.

We are Inclusive.

We believe that equality is achieved when we are inclusive of all of our members. We are committed to the principles of social justice. We believe that our members should have equality of access and participation in the Students’ Union and our activities. We are committed to the principles of equity, recognising the differences that our members have and giving them the tools to succeed.

We are Broad-minded.

We realise that we do not have all of the answers and we should always be open to change and challenging our way of thinking. We are continually learning, talking and sharing information with our students and stakeholders to ensure that we are making the best decisions and offering the best services for our members.

We are Creative.

We celebrate our history, but we are not constrained by it. We are continually on a journey of self-discovery and self-determination, and we support our students on their own journeys. We are not afraid to take risks, try new things and forge a new path for ourselves, the University, and its students.

Our Strategy:

Our strategy to be a high quality, sector-leading students’ union is simple but bold.

“Through active partnerships and dynamic student representation, we will create connected communities, full of opportunities where students can individually and collectively grow together by 2020.”

Who Are We Looking For?

We are seeking a pro-active, collaborative and committed individual to becoming our new Activities & Events Coordinator. Reporting to the SU Head of Membership Development, this role will support the function of Student Activities at City, University of London Students' Union

You may already have experience within the Higher Education sector, but we are also interested in candidates from different organisations who bring transferable skill who are motivated to deliver for the Union.

Our ideal candidate will be highly-organised, able to develop, support and work with students and staff to deliver a range of opportunities both on and off campus. They will have a can-do attitude and will enable us to deliver exciting projects that engage with a variety of stakeholders.

The Union is at a key stage in its development, has recently become a charitable company limited by guarantee, and on the 1 August 2017 took on the responsibility for managing its own finance, which was previously done by the University.

City attracts around 19,000 students (48% postgraduate), well above the sector average for graduate employability in most subjects and eleventh in the UK for starting salaries. City joined the University of London in 2016.

The role comes with considerable benefits as an employee of City, University of London including a pension scheme and benefits including a comprehensive package of staff training and development. The full salary range is £25,483 - £28,660 and the successful candidate will start at the bottom of the salary range.

Whilst all applicants will be judged on merit alone, we particularly welcome applications from ethnic minority candidates, as this group is currently under-represented within the Union.

Role Profile

Post:	Activities & Events Coordinator
Department:	City, University of London Students' Union
School:	Professional Services
Grade:	4
Tenure:	Permanent, Full Time (35 hours per week)
Responsible to:	SU Head of Membership Development

Job Purpose

The purpose of this role is to support members to create, develop and deliver a range of activities for students across, and outside of campus. The role will facilitate students to lead and participate in both our Raising and Giving (RAG) and Student Media groups, as well as running a range of exciting and diverse events.

Principal Accountabilities

Supporting & Enhancing Student Activities

- Support members to create student groups to lead and deliver opportunities within Student Activities (e.g. RAG, Student Media and, occasionally student societies).
- Coordinating promotional activity to attract students to create, join or lead student groups across Student Activities.
- Support and train students and student leaders to effectively plan and deliver their activities, ensuring compliance with all relevant policies and regulations, both internally and externally.
- Enhance and develop activities and events of Student Activities, identifying new areas for expansion where possible.
- Facilitate and deliver all the processes involved in running student opportunities.

Events & Entertainment

- Create and deliver a diverse programme of Entertainments, both on and off campus catering for a wide range of demographics.
- Identify and work with the University and external partners to expand the provision of entertainments to City students.
- Coordinate and lead commercial events, whilst contributing to the wider events programme during Welcome Week.
- Coordinate events during Welcome Week including booking venues, artists and managing sales.
- Coordinate events throughout the year including booking venues, artists, equipment, materials, staff and coordinating promotional activities.

Student Development

- Coordinate a programme of activities to enhance the employability of students.
- Coordinate the delivery of an employability award.
- Support staff from other departments to promote and involve their volunteers in employability activities.

General

- To adhere to all relevant Union policy, procedures and governing documents at all times.
- To undertake appropriate training and development as required for the role.
- To undertake any other duties appropriate to the role, role grade and organisation, within their competence as required by management, to provide operational cover or support for colleagues including absence and periods of peak workload as required.

Context

This post is designed to support provision for student activities by the Students' Union, enhancing our services and opportunities with members at the heart. As Activities & Events Coordinator you would be responsible for developing, planning and delivering a variety of our central activity – including Welcome, Elections, annual awards and other key events as required.

The role will work closely with students and colleagues across our team, using knowledge and skills to help the Union expand both the potential of events and the diversity of our offering.

Attendance at conferences and meetings, both internal and external will be required. Hours of work will vary depending on operational requirements and periods of peak activity. All staff are expected to portray a positive image of the organisation at all times by displaying high standards of service, integrity, punctuality, politeness and professionalism.

We are looking for a pro-active, flexible and highly-organised person who has the ability to prioritise a varied and demanding portfolio of work.

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to the University's Equal Opportunities Statement.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the University.
- Sustainable Development

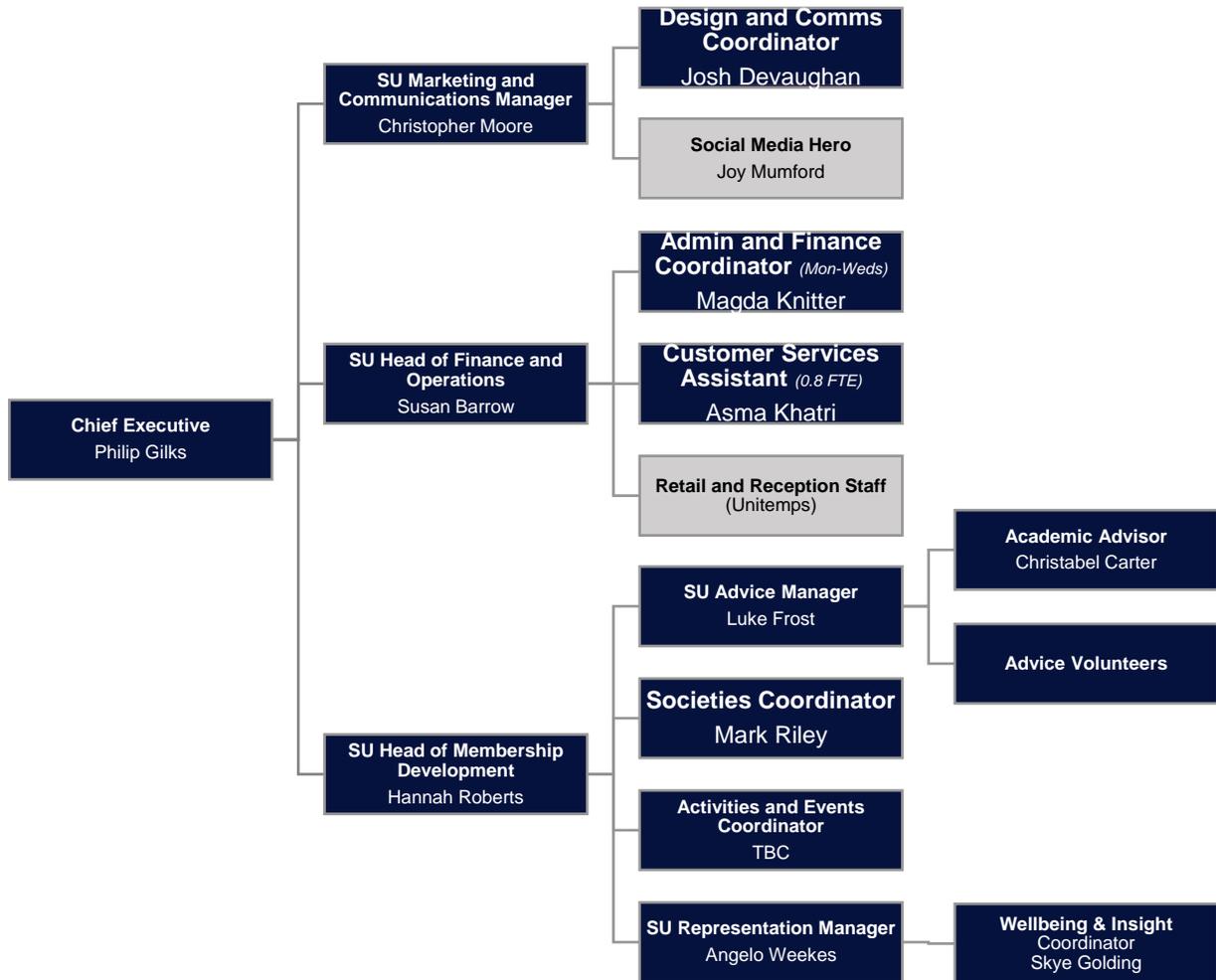
The University is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the University and the wider community.

Details of policy, information and staff development supporting the policy on the environment and sustainability can be found at www.city.ac.uk/green-policies.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and the University.

Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Staff Structure



Candidate Specification

Qualifications

Essential

- Educated to A-Level or equivalent

Knowledge and Experience

Essential

- Experience of working within the HE sector and/or a Students' Union
- Experience of successfully delivering projects in the voluntary or education sector
- Experience of delivering a programme of successful and engaging events from inception and organisation to event delivery and evaluation

Desirable

- Experience of developing and delivering effective and engaging training
- Experience of supervising and developing staff or volunteers
- Knowledge of legal and operational requirements and risk associated with volunteer activities
- Experience of managing budgets

Skills and Abilities:

Essential

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to manage time and multiple projects to strict deadlines
- Ability to interact and communicate with stakeholders from a variety of background and levels
- Excellent IT skills, including Microsoft Office
- Excellent attention to detail
- Ability to work independently and as part of a team

Personal Qualities:

Essential

- Desire to work within a democratic student-led environment
- Student (member, client or customer) focused
- Understanding of and a commitment to Equality of Opportunity

Salary and Conditions of Service

Staff of City Students Union are employed by City, University of London on behalf of the Students' Union, to perform such functions as are agreed by the Trustee Board and will be subject to the normal terms and conditions of employment and policies of the Institution. The salient features of conditions of service for Senior Administrative, Senior Library & Computer Staff are as follows:

- Salary: will be within the range of £25,482 to £28,660 per annum. This is on Grade 4 of the salary scales for Senior Administrative, Library & Computer Staff. Applicants will start at the bottom of the salary range.
- Annual Leave is 30 days, plus 8 statutory and 4 additional days during the Christmas holiday period.
- You will be automatically entered into the pension scheme with the option to opt out.
- All offers of appointment are subject to City, University of London receiving satisfactory references and medical clearance.
- All posts at City, University of London are subject to reasonable adjustment under the Equalities Act (2010).
- All appointments at City, University of London are subject to a probationary period.
- The appointment is terminable by one months' notice on either side.

Further Information

We operate a no smoking policy.

City, University of London offers an excellent pension scheme, generous leave allowance, season ticket loan, a good working environment, and access to our student fitness and social facilities.

City, University of London confirms its commitment to equal opportunities in all its activities. It is intended that no job applicant or employee will receive less favourable treatment on the grounds of political belief, sex, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion or social class. Selection and promotion criteria will be kept under review to ensure that individuals are treated on the basis of the job requirements and on their relevant personal merits, and are not disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

If you have a disability and are interested in this post, your application is welcomed and considered under the Two Ticks Scheme.

How to Apply?

Applications Close: Wednesday 29 May, 11:59pm

Interview Date: Friday 7 June

All applications for City Students' Union roles are administered by City, University of London Human Resources Department. Please follow the link below to apply for this role:

<https://www.city.ac.uk/about/working-at-city>

If you have any questions regarding the role or organisation, please contact the SU Head of Membership Development, [Hannah Roberts](#).