

Job Description & Person Specification



Arts
Students'
Union

Job Description & Person Specification

Job title:	Communities Development Coordinator
Reports to:	Communities Development Manager
Responsible for:	n/a
Working hours:	35hrs per week
Salary band:	3
Salary :	£31,883.05
Location:	Hybrid. Based across six UAL Central London sites, mainly based at High Holborn, London
Last reviewed:	08/07/2025

JOB PURPOSE

- Engage students to participate in activities and events by supporting and developing student-led societies and sports clubs, volunteering and other student communities.
- Provide accurate, consistent and innovative support to the 100+ groups, committees members and group members.
- Support the delivery of variety of student-led events and activities, empowering and enabling student leaders.

KEY RESPONSIBILITIES

1. Oversee Student Group and Community Development

- Coordinate regular development meetings with relevant student groups, supporting groups to set and achieve yearly targets.
- Provide tailored support to relevant societies, focusing on development and growth of student-led activities.
- Create and deliver training workshops to empower student committee members to oversee their group and activities.

- Support the Communities Development manager to develop new initiatives and processes to increase opportunities for and efficacy of student communities.

2. Assure Finance, Risk Management and Administration

- Coordinate, maintain and develop associated student group administrative processes including but not limited to new group applications, member databases, kits and equipment, space booking systems, group travel, and facilities hire.
- Assessing student group grant funding applications to ensure fair and equitable funding is being distributed across groups.
- Oversee day-to-day spending of student groups including processing invoice and payment request forms and where required liaising with the Finance team on specific issues, ensuring all finance protocols are followed.
- Act as the primary liaison with relevant UAL teams responsible for timetabling, room and space bookings, estates and events for the purpose of developing student group activity.
- Act as the primary liaison for third-party sports team coaches and facilitators including dealing with queries regarding payment and contracts.
- Liaise with other universities, students' unions as relevant to coordinate shared activity including but not limited to competitive sports fixtures through BUCS and LUSL

3. Drive engagement with students in Arts SU's community spaces

- Engage students to participate in activities by supporting and developing student groups and developing committee members.
- Oversee and develop relevant promotion of student communities including social media pages and newsletters to promote opportunities, events and activities at the SU in line with our brand guidelines and other Arts SU policies.
- Keeping resources for students, student groups and other stakeholders about student communities up to date and easily accessible.
- Be responsible for the technical set-up and management of SU student group elections using membership engagement systems.
- Develop and deliver training for candidates in student group elections to ensure lawful and impactful campaigning of students.
- Lead on the candidate experience in SU student group elections by coordinating candidate support initiatives and result announcements.

4. Support Events and Initiatives

- Coordinate and problem solve student group events and activities with student committee members, supporting groups to deliver their core events and activities safely.
- Coordinate and problem solve large-scale student group events and activities (e.g. the annual Dance Showcase) with committee members, liaising with relevant staff and departments to deliver their events and activities safely.
- Support with the delivery of key departmental and high-risk events and projects such as Welcome Fair, Awards and Varsity as required.

- Support with the coordination and delivery of the Elite Athletes Programme including reviewing and approving applications as well as relevant follow-up.
- Update and develop processes, procedures and guidance to support student groups through continual review and seeking review and seeking feedback from key stakeholders such as student leaders.

5. Be an active member of the Communities Development team

- Support the elected sabbatical officer team in their pursuit of achieving their goals and objectives.
- Help colleagues on shared objectives to improve student engagement particularly those from low participation groups with student communities of the Union.
- Support the recruitment, training and oversight of student staff including where required coordinating their attendance at student group activity.
- Undertake and monitor the day-to-day spending from assigned budgets.
- Be the first point of call for student groups who have questions about associated student group processes including but not limited to membership, finance, event/activity management, sponsorship and fundraising.
- Be the first point of call for students who have questions about the SU's student communities including student groups.

General Duties:

In addition, all staff have the following general duties in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own administrative duties.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Development, their role within Departmental Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Fresher's and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.

- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- Any other tasks that would be deemed suitable within this role as directed by line manager

Person Specification

CRITERIA	COMPETENCY	Assessment Type: Application (A), Interview (I), Task/Presentation (T/P)
1. Knowledge		
1.1 Good working knowledge of Office 365	Job related knowledge	A
1.2 Experience of working with budgets	Job related knowledge	A
1.3 Experience of planning, delivering and evaluating events/projects	Job related knowledge and technical skills	P
1.4 Knowledge of current themes affecting students in the Further/Higher education sector	Job related knowledge and political awareness	I
1.5 Experience of working in the third sector or education setting in a community development role	Job related knowledge and technical skills	I
2. Skills		
2.1 An open and flexible approach with the ability to create and maintain strong working relationships	Teamwork	I
2.2 Experience of communicating with a range of diverse audiences, both verbally and in writing	Communication	A
2.3 Ability to work flexibly, manage working time effectively and priorities projects appropriately	Personal effectiveness and results focused	A
2.4 Ability to explain and/or support others in relation to complex processes and procedures using simple and accessible terms	Personal effectiveness and Communication	A
2.5 Ability to work under pressure and have a positive attitude towards problem solving and decision making	Accountability and Personal effectiveness	I
3. Behaviours		
3.1 Understanding of equality and diversity and the relevance to students' experience	Inclusivity	A
3.2 Able and willing to actively demonstrate Arts SU values	Accountability	I

3.3 A willingness to work outside traditional office hours, including evening and irregular weekends shifts.	Results Focused	A
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