

Job Description & Person Specification



Arts
Students'
Union

Job Description & Person Specification – Student Staff

Job title:	Communities Development Assistant
Reports to:	Community Development Manager
Working hours:	Part Time – zero hours contract (approx. 8 hours a week during term time)
Salary:	£14.80 per hour (London Living Wage)
Location:	Hybrid working. Team events and activity will take place across Central London which you will be asked to attend. But project based work can also be completed by Working From Home.
Last reviewed:	27/08/2026

JOB PURPOSE

- To support the Communities Development Team in organizing, planning and engaging students involved in sports clubs and societies
- Working with student leaders/committee members to develop student groups to increase engagement with their members
- Support the day to day running of sports clubs and societies and ensuring that they follow SU processes so that activity is safe, accessible and aligns with the values of the Students Union.

KEY RESPONSIBILITIES

- Booking spaces/rooms at UAL for society activity, as well as external spaces for sports activity
- Using the BUCS Play app to coordinate and organise BUCS and LUSL fixtures of our sports clubs when competing against other universities
- Reviewing club and society risk assessments so that all activity is conducted in a safe manner
- Promoting student group activity on social media platforms, newsletters and the Students Union website
- Communicating with committee members on processes and deadlines that relate to the development of our student groups
- Working closely with committee members to support them in delivering campaigns/projects linked to liberation to ensure our student communities are diverse, accessible and reflective of the student population
- Proactively reporting to the Community Development Coordinator and Community Development Manager on your availability and progress on projects and areas of work

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)
Knowledge		
An understanding of what the Students' Union is and what we stand for.	Job related knowledge	A+I
Continually looks to improve and develop skills, with the ability to work to deadlines and goals.	Continual Improvement and Seeing the Bigger Picture	A+I
Understanding of MS Teams and Microsoft Office 365 software including Excel, Word, Outlook	Achieving & Delivery	A+I
Understanding of the range of clubs and societies at the Students Union	Job related knowledge	A+I
Skills		
Ability to work and proactively contribute to a team as well as work alone.	Team Work	A+I
Strong, demonstrable ability to clearly communicate messages to a target audience.	Communication	A+I
Ability to build relationships with stakeholders and service providers	Teamwork	A+I
Good organisation skills, including the ability to prioritise tasks when managing a broad workload while paying attention to detail	Technical Skills	A+I
Behaviours		
Desire to work within a democratic, student-led environment that exists to serve its members.	Student Focused	A+I
Self-motivated, with the ability to ask for help when needed.	Personal effectiveness	A+I
A strong understanding of inclusion, equality, and diversity, and how this relates to our students and job responsibilities.	Inclusivity	A+I

Takes ownership and responsibility for tasks, asking for support from line manager when needed	Accountability	A+I