

Recruitment Pack

Graduate Student Communities
Activator

October 2024

Dear Candidate,

Thank you for taking an interest in this role with us at University of Leicester Students' Union.

As an independent charity representing 20,000+ students, we provide a host of services and opportunities to inspire, represent, support and entertain the students of the University of Leicester.

Our mission is to be an empowering, innovative and inclusive student-led Union; championing their interests and providing a home away from home

This role is within our Student Activities Team who are situated in the Percy Gee Building. You will be responsible for the co-ordination and development of community focused projects, activities and groups with a specific focus on activity with many of our under engaged student communities.

The following pages contain all of the relevant information in regards to the role summary and our recruitment process. Please ensure you check the deadline and return your application within this timeframe.

If you have any questions, please email SU-HR@leicester.ac.uk

We wish you the best of luck with your application.

Kind regards

Kumaran

Director of Membership Services

Application Process

Personal Specification

The Person Specification is the list of criteria or requirements needed to be successful in the role. To be shortlisted you have to fulfil each of the essential tick boxes. You can demonstrate your abilities by giving examples of previous experience and skills that you believe are transferable. Pinpointing relevant experience and explaining them in your Cover Letter will be valued to your application.

Completing your application

To apply for this position please send an up-to-date copy of your CV and a covering letter, to SU-Vacancies@leicester.ac.uk, explaining how your experience and skill-set makes you the best candidate for the position.

In your email, please include the Job Title you are applying for and be sure to submit your application before the stated deadline.

Shortlisting

All applications will be gathered by our HR department and then sent to the recruiting manager to review. The applications will also be sent to the recruitment panel for discussion. Candidates who meet the criteria are shortlisted for an interview.

Interviews

The interview panel will consist of 2-3 members of staff in the relevant department, who will ask competency-based questions on the specific needs of the role identified in the job description and person specification. For some roles, you may be asked to complete a task or presentation. If you are required to complete a task, you will be informed ahead of time. Ideally, you will have 7 days to prepare for you interview.

If you are unable to attend the interview, please inform us immediately so we can try to accommodate another date. Please keep in mind this is not always possible.

Job Description

Responsibilities Include:

This role sits within Opportunities who support societies and sport clubs. You will be a point of contact for student groups and their elected committees in regards to support and Union processes. The whole team provides this service with coordinators taking a lead on certain areas. This role would focus primarily on supporting the work of the union in engaging sections of student population who are not currently involved with the union.

- **Support or deliver student groups or activities designed to appeal to students from a diverse background** including international, cultural, part time or post graduate students or students whose placements can make it challenging for them to engage with our current societies or activities program e.g. nursing.
- **Trial programs of activity designed to act as an initial engagement** with students with an overall aim of setting up self-sustaining societies for them.
- **Assist the elected officers with operational planning** and delivery of their targeted engagement work.
- **Lead on our engagement** of September, January and April international intakes including organising engagement activities for them throughout the academic year – specifically when undergraduate focused societies are not active.
- Work with our data and insights team to **monitor and track engagement** of different demographics or course areas of students to identify sections of our membership not engaging with union activity.
- **Develop and implement targeted outreach plans** to engage underrepresented student groups, ensuring the inclusion of diverse voices in student activities
- **Analyse engagement data and student feedback** to identify trends and develop initiatives that specifically address gaps in participation from certain demographic groups.
- **Collaborate with academic departments, student services, and welfare teams** to ensure that activities align with broader university inclusion goals and support students holistically.
- **Promote flexible and accessible activities** that accommodate students with varying schedules, needs, and commitments, such as online events, part-time participation options, or events tailored for commuter students and those with disabilities.
- **Monitor and evaluate the impact of engagement initiatives** by tracking participation rates, satisfaction, and retention of underrepresented students, adjusting approaches based on insights.
- **Build and maintain effective partnerships** by working with key stakeholders including university staff, external organisations, and community related to groups you support.
- Work with staff in and outside of the team to plan and deliver Union wide events. This includes those such as Union Awards, Welcome Week, and Open Days with the university.
- Update and maintain relevant sections of the Students' Union website
- To providing support and relevant guidance to Student Staff working within the Activities Team.

Health and Safety

- Be aware of, and at all times comply with, all relevant policies and procedures and all relevant statutory responsibilities including fire safety arrangements, Health and Safety issues including moving and handling, COSHH regulations, etc.

General

- Be required at all times to develop and maintain positive working relationships with colleagues, students, contractors, external stakeholders and all other individuals they come into contact with in the course of their duties.
- Maintain at all times any confidential or sensitive information they are privy to in the course of their duties which must not be shared with any unauthorised person unless expressly permitted to do so.
- Conform at all times to LSU Policies and Procedures with close attention being paid to Equal Opportunities and Equality & Diversity.
- Be flexible and adaptable where necessary in order to meet the ongoing service needs of LSU.
- Carry out any other reasonable duty requested of them as appropriate within the parameter of their role.

Person Specification

| Description | Essential | Desirable | Assessment |
|---|-----------|-----------|------------|
| Education | | | |
| Good general education, typically to the Higher/A level equivalent and/or University/College Degree | X | | A |
| Experience | | | |
| Previous experience in a democratically led organisation | | X | A / I |
| Experience of working in Higher Education Environment | | X | A / I |
| Experience of monitoring quality control and risk management | | X | A / I |
| Experience of organising engagement events and activities aimed people from a wide range of backgrounds | X | | A / I |
| Knowledge | | | |
| Understanding and knowledge of enabling and supporting student/youth led projects and outputs | X | | A / I |

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| Good understanding and knowledge of representation structures and processes | X | | A / I |
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| Good understanding of codes of conduct for working with volunteers | | X | A / I |
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Skills & Abilities

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| Able to understand working with a complex organisation | X | | A / I |
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| Excellent written and oral communications skills | X | | A / I |
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| Ability to prioritise and handle multiple tasks | X | | A / I |
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| Ability to work with a diverse student population | X | | A / I |
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| Excellent customer service skills | X | | A / I |
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| Excellent planning, organisational and administrative skills – with a particular focus on attention to detail. | X | | A / I |
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| Self-motivated and self-reliant | X | | A / I |
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| Ability to motivate and support others | X | | |
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| IT competent with a working understanding of Microsoft Office, Social Media and website management. | X | | A / I |
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Values & Behaviours

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| Desire to work within a democratic student led environment | X | | A / I |
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| Understanding and commitment to equal opportunities | X | | A / I |
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| Desire to work within organisation servicing a culturally diverse membership | X | | A / I |
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| Demonstrably high standards of personal integrity | X | | A / I |
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Details

Salary: £23,786

Hours of work: 37 per week, usually between 9am and 5pm however periodic flexible working is required to meet the needs of the organisation.

Location: Percy Gee Building, University Road.

Contract: Fixed Term until 31st July 2026

Reports to: Student Opportunities Manager

Deadlines

Applications Close: 12:00 noon on Tuesday 10th December

Interviews: Tuesday 17th December