



# LEICESTER STUDENTS' UNION RECRUITMENT PACK

Student Communities Development Coordinator (Graduate Position)  
June 2026





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 Opportunities (Activities & Volunteering) Team who are situated in the Percy Gee Building. You will be responsible for the coordination of the student volunteering, fundraising, sustainability, and wider community engagement at the University of Leicester. Through these aspects, you will aim to support and develop different student communities so they can thrive, belong, and succeed.

The following pages contain all of the relevant information in regard 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](mailto:SU-HR@leicester.ac.uk)

We wish you the best of luck with your application.

Kind regards,

Kris Wong  
Student Opportunities Manager

# 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 it in your Cover Letter (as an attachment) will enhance 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](mailto: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 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:**

### **Community Engagement and Wider Sustainability**

- Work in partnership with the Communities Officer and Student Communities Activator to deliver community-focused initiatives and events, enhancing the sense of belonging for students on campus and building a more welcoming environment.
- Supporting the volunteering priorities and projects identified by the Communities Officer, Sustainability Officer, and Sustainability Council.
- Support delivery of volunteering and community initiatives aligned with the Students' Union (SU) Strategy and Environmental Action Plan.
- Collaborate with the Sustainability Officer and Sustainability Council to promote sustainable practices and student engagement with Sustainable Development Goals (SDGs).
- Administer and monitor student group fundraising activity, including oversight of the Charity Donation process and associated tracking systems.
- Liaise with the University Sustainability Team to support student-focused initiatives, including Carbon Literacy Training and Seed Funding.
- To create spaces and opportunities for students interested in contributing to various community causes and driving change.
- Be responsible for the maintenance and proper upkeep of social spaces and equipment provided by the SU for community-building purposes, such as the Level Up Lounge, Pool Room, and Community Kitchen, either directly or through the coordination of student volunteers

## **Volunteering Hub Management**

- Act as the first point of contact for organisations seeking to promote volunteering opportunities through the Volunteering Hub and SU activities.
- Develop and maintain effective working relationships with registered organisations, including regular communication to monitor opportunities and student engagement.
- Maintain accurate organisational records, ensuring contact details and key information are current, while encouraging organisations to manage their own profiles where appropriate.
- Collect, review, and maintain required documentation from registered organisations, ensuring compliance with requirements and up-to-date.
- Creating resources and information to support organisations' registration and promotion of their opportunities
- Reaching out to potential organisations and charities that may be suitable to register or have aligned priorities with the SU
- Ensure clear internal communication by keeping other staff members of the Student Opportunities Team informed of relevant updates, processes, and developments.
- Maintain collaborative working relationships with the University's Volunteering Team or relevant staff to support any volunteering initiatives.

## **Assurance and Compliance**

- Conduct daily reviews and management of volunteering opportunities listed
- Assess the suitability of volunteering opportunities to ensure alignment with SU values and policies.

- Verify, file and maintain required compliance documents from registered organisations, including:

- > Public Liability Insurance
- > Risk Assessments
- > Volunteer Policies
- > Charity status

- Ensure all opportunities comply with University and SU regulations.

- Monitor and report on Volunteering Hub data, including (but not limited to):

- > Number of registered organisations
- > Number of live opportunities
- > Student participation levels
- > Total volunteering hours

- Provide regular reports and updates to the Student Opportunities Manager and Senior Management Team, supporting reporting to Executive Officers and Trustees.

## **Project Delivery and Support**

- Coordinate and deliver volunteering and fundraising activities, which may include Volunteering Week, Volunteering Fair and National Student Volunteering Week.

- Maintain effective communication with the Student Opportunities Manager regarding volunteering events being planned and larger projects taking place on and off campus.

- Develop and promote regular events or projects that will foster student engagement and development, including but not limited to the Community Pop Up Shop that supports Access Fund and setting up donation schemes

- Ensure events and projects providing support are aligned with SU priorities, policies, and Health and Safety standards.

- Provide guidance and support to student groups, student leaders, and officers on volunteering and community-based projects.
- Support training and development for student groups, including acting as a Development Contact and supporting their volunteering projects.
- Contribute to collaborative projects between the SU and the University.

## **Student Engagement and Development**

- Act as the primary contact for student enquiries relating to volunteering opportunities.
- Maintain and enhance Volunteering Hub digital content to ensure clarity, accessibility, and accuracy of information.
- Create networking opportunities for students and external or registered organisations to promote student volunteering and fundraising, while also enhancing their employability and skills development.
- Develop and promote volunteering and community-developing opportunities that enhance student employability, confidence and resilience
- Encourage student participation and support the recording of volunteering activity for personal and professional development.
- Collaborate with University departments and partner organisations to link volunteering with career development opportunities.

## **Fundraising**

- Oversee and support student-led fundraising activities in collaboration with the Activities Development Coordinator.

- Review and maintain fundraising procedures to ensure compliance with legal, Charity Commission, and SU requirements.
- Ensure all fundraising activities meet required standards, including alignment with registered charities, appropriate health and safety measures, and accurate financial handling.
- Promote fundraising initiatives across the SU and its partner organisations.
- Produce regular reports on fundraising activity, including funds raised through student group initiatives.

## **Marketing**

- Collaborate with SU Marketing and University communications teams to promote volunteering and community initiatives
- Create and deliver regular communications and campaigns to increase student engagement.
- Attending events (e.g., Welcome Week, Freshers' Fair, Festival of Careers) to promote the volunteering hub and community building projects.
- Support promotion of volunteering and fundraising opportunities across SU channels.

## **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.

The post-holder will:

- > 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 within the course of their duties.

- > To maintain up to date records of activity in line with GDPR
- > 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 and the student population.
- > To undertake any other reasonable duties and responsibilities as required.
- > To undertake training necessary for the job role
- > To be flexible and work some evenings and weekends
  - Support promotion of volunteering and fundraising opportunities across SU channels.

# PERSON SPECIFICATION

Description	Essential	Desirable
<b>Education</b>		
Good general education, typically to the Higher/A level equivalent and/or University/College Degree	X	
A student of the University of Leicester after the 2025/2026 Academic year		X
<b>Experience</b>		
Experience of working in a Higher Education Environment		X
Experience of working in a student/customer-facing environment		X
Experience in dealing with key stakeholders at a variety of levels		X
<b>Knowledge</b>		
Good understanding of current issues and themes related to volunteering		X
Good understanding of Microsoft Office, social media platforms and IT systems		X
<b>Skills &amp; Abilities</b>		
Ability to work as a team or maintain strong working relationships with a wide range of stakeholders		X
Excellent written and oral communication skills	X	
Ability to prioritise and handle multiple tasks – with good time management	X	
Ability to work with a diverse student population and community		X

Excellent customer service skills - with a particular focus on problem-solving	X	
Excellent organisational and administrative skills – with a particular focus on attention to detail.	X	
Excellent project planning and event organisation skills		X
Ability to motivate and support others,		X
<b>Values &amp; Behaviours</b>		
Desire to work within a democratic student-led environment		X
Understanding and commitment to equal opportunities	X	
Desire to work within organisation servicing a culturally diverse membership	X	
Demonstrably high standards of personal integrity	X	

# DETAILS

**Salary:** £24,055.03

**Hours of work:** 34.5 hours per week, usually between 9am and 5pm but some flexible working is required to meet organisational needs

**Location:** Percy Gee Building, University Road.

**Contract:** Fixed Term until 31st July 2028

**Reports to:** Student Opportunities Manager

# DEADLINES

**Applications Open:** Date

**Applications Close:** 9 am, Monday, 6th July 2026

**Interviews:** w/c 20th July 2026

