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# JOB DESCRIPTION

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# **Job Title:** **Liberation and Campaigns Coordinator**

## Reporting to: Democracy & Campaigns Manager

**Place of Work: Student Centre**

**Hours of Work: Full Time, Usual office hours – occasional evening and weekend work**

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**Purpose of Role**

The Liberation and Campaigns Coordinator is responsible for leading on the Liberation Campaigns that represent under-represented groups in HE, and other student led campaigns, ensuring that they are fully developed and create a meaningful impactful.

This includes creating systems to improve the experience of students engaged in these areas, working closely with, and supporting the Officers with project management, building communities and increasing engagement. The coordinator shall also provide support to the Full-Time Officers with their manifestos, campaigns and events.

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**Key Tasks**

* Administration Duties: email & diary management.
* Communication Duties: between stakeholders, SUBU staff, Part-Time and Full-Time Officers, University staff, external suppliers, and other external contacts.
* Organisational Duties: organising meetings, prompting staff and students for input into various matters.
* Data Duties: maintain and manage various records and information systems.
* Project Duties: managing, supporting or contributing to a variety of projects, campaigns, activities or initiatives as directed by students and Officers.
* Analytical Duties: Collecting feedback formally and informally to review and update processes to enhance engagement and reduce barriers to participation.
* Key Union Events Duties: when asked to assist with the organisation and administration of the larger Union events such as Freshers, Summer Ball, Student Awards, Elections.
* Representation/ facilitation Duties: To represent SUBU at BU committees, meetings, events as and when appropriate which may include occasional evening and weekend hours to be agreed with your line manager.
* Advice and Guidance Duties: Supporting and advising Union Officers projects, campaigns and events, including manifesto and ad hoc campaigns. Devising and delivering training for all Part-Time Officers.
* Strategic Duties: Develop strategies to increase students’ engagement with Democracy and Campaigns.
* Reviewing & Evaluation Duties: participate in SUBU strategic planning and development sessions, ensuring all areas of engagement to reflect SUBU
* Engagement duties: provide a strong area of focus and support to encourage student engagement, ensuring that the democratic and campaigning functions of the Union have a strong presence on campus.
* Networking Duties: Maintain strong relationships and partnerships with the University, local community organisations, the National Union of Students and other relevant stakeholders.

**General for all staff**

* The principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
* Staff must always adopt and endorse the company’s Vision and Mission Statement and all supporting policies, across all aspects of the role.
* Staff are required to have a Personal Development plan and to participate in training, meetings or conferences considered relevant to their job.
* Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff handbook
* To abide by the company’s policies and procedures
* To adhere to all health and safety legislation
* SUBU is committed to promoting, educating, and taking direct action on environmental sustainability. All SUBU employees are expected to integrate environmental sustainability values and action into their role where feasible.
* **To undertake any other task that is deemed reasonable within your skill set.**

**Person Specification**

* Resilience and the ability to self-motivate.
* Teamwork and motivational skills
* Competency with high organisational ability
* Flexible; responsive to changing demands
* Accountable
* Collaborative