



# Volunteering and Skills Coordinator

## Recruitment Pack

**SUBU**  
Students' Union  
Bournemouth University

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## Our Mission

**To make  
students  
happier**



## Our Vision

**Bournemouth  
University  
students  
to be the  
happiest in  
the country**

# Welcome

## Introduction from the CEO

Thank you for your interest in joining our team at The Students' Union at Bournemouth University (or SUBU for short). I am always excited to welcome new colleagues to our committed and talented team who work every day to create positive experiences for BU students.

SUBU is dedicated to enriching the lives of Bournemouth University students, whether that is through clubs and societies, putting on events in our venues or by supporting students with our Advice Service. We exist to further the interests of students at Bournemouth University, and everyone in our team contributes to that.

At SUBU, you'll find people who are passionate about their work, and believe in our values of Supportive, Progressive, Integrity, Collaborative, and Equity.

We want you to help us achieve our strategic goals. If you think you have the right skill set, a positive attitude and feel that you can be a great addition to our team, we would love to hear from you.

In return we'll give you a dynamic and fun working environment, where two days are rarely the same. You'll work in a friendly and ambitious team to create a real difference in the lives of our members.

At SUBU we want the right person for the role, so we recruit people, not CVs. If you are not sure if you have what is required in the person specification, but think you are a good fit for our organisation then we strongly encourage you to go for it!

I look forward to your application, and hope to see you soon.



**Andy Squire**  
**Chief Executive Officer**

# Why work for SUBU?

At SUBU our team have collaborated to create an environment that offers support and progression. We offer flexible working conditions in a can do and positive environment, prioritising a work life balance.

As well as supporting students and having a positive impact on their time at Bournemouth University, you will be able to enjoy all of the staff benefits below;

## Holiday entitlement



- 28 days for all full-time staff (pro rata for part time staff)
- Plus two week closure over Christmas and two additional days off around the August bank holiday weekend.
- Extra day off on your birthday

## Training and Development



- Personal development fund available.
- Work related professional development opportunities.

## Health & wellbeing



- 35 hour working week to support work life balance.
- Employee Assistance Programme.
- Discounted on site gym access + free annual wellbeing review (including exercise, nutrition and massage).
- Cash plan to recover glasses and contact lenses cost.
- Cycle to work scheme.

## Other



- Salary sacrifice pension.
- Healthcare plan with 24hr access to GP.
- Day off to volunteer at a registered charity.
- Sick pay benefits.
- Significant discounts on high-street brands.
- Enhanced maternity and paternity leave.
- Free venue entry to 'The Old Fire Station'.
- One-off gender expression fund.

# Our Values



## Supportive: We've got your back

- We stand with students through high and low - never alone, always supported.
- We show empathy and compassion.
- We understand and respond to what people need.



## Progressive: Pushing for better

- We're bold, innovative, and always push for change that makes student life better.
- We pursue growth and learning to stay ahead of the curve.
- We actively seek, use, and respond to feedback.



## Integrity: Doing what's right

- No shady stuff - we'll do what's right even when it's hard.
- We are authentic; our actions and words align.
- We are open and honest.
- We are accountable.



## Collaborative: Stronger together

- 16,000 voices, one community - we make things happen shoulder to shoulder.
- We work together and have fun together.



## Equity: Embracing individuality

- Everyone matters, everyone's included, everyone gets their shot.
- We listen, embrace differences and work for a level playing field.
- We are proactive and focus on the process - not just the end result.
- We advocate and lobby on behalf of those who need it.

# Our Enablers



## Governance:

- We are complex organisation: led by students, but also a registered charity and employer.
- Our governing documents need to be robust, but able to adapt to keep us effective, legal & responsible.
- We will ensure we do things in a transparent way so students know how they can affect change.



## Relationships:

- Building and maintaining strong relationships is vital to our continued success.
- Communication and staying true to our word makes us a trusted partner



## Relevance:

- It's in our name: we are a union of students, so all our members should feel the things we do are relevant to them.
- A deep understanding of our member's lives, excellent student leadership and clear communication about our work and successes will ensure we remain relevant to our members.



## Finance:

- For SUBU to continue to serve students, it is vital that we are financially responsible.
- We also seek to improve and diversify our income to invest more in our work for students.
- Our fundraising activities are targeted, profitable and efficient.



## People and Culture:

- SUBU benefits from the talented and driven people who work here, both permanent staff and students.
- We will attract and retain great people by offering a rewarding place of work with a supportive and collaborative culture.

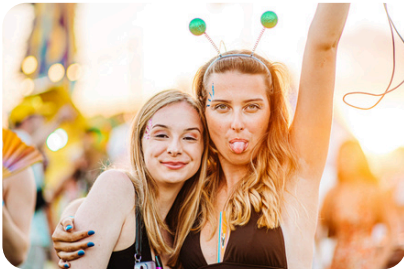


## Brand Affinity:

- Delivering amazing support, activities and opportunities to students is not enough.
- We must create a relationship with every member that promotes a positive emotional connection with us through common beliefs and priorities.

# Our Strategic Goals

To reach our vision we will focus on four strategic goals.



## 1. Togetherness

Every student will have regular social contact and build meaningful connections at university.



## 2. Purpose

Every student will have the opportunity to explore their passion and purpose, building independence, employability, and confidence.



## 3. Wellbeing

All students will thrive at university, knowing how to access support and navigate challenges with resilience.



## 4. Identity

Students will feel they can be themselves at university and identify with SUBU as their students' union.

# BEST

STUDENTS' UNION



# SOUTH WEST



**WINNER**  
STUDENTS' UNION  
SOUTH WEST ENGLAND



**TOP 25**  
STUDENTS' UNION

**SUBU has been voted**

**BEST STUDENTS' UNION  
IN THE SOUTH WEST**

**UK TOP 25 STUDENTS' UNION**

**Two years in a row!**  
**2024 - 2025**

# What we want by 2028/2029

90%

of BU students who say they are generally happy at university

90%

of students rate SUBU and Student Life as 'Good' to 'Excellent' (WhatUni - UK Top 10)

80%

of students satisfied with SUBU's representation of their academic interests (NSS - UK Top 25)

90%

of students aware of, and engage with, what SUBU offers (services, spaces, events)

50%

of students mention SUBU as a decisive factor when choosing Bournemouth University

20%

of students who engage with SUBU are more likely to continue/complete their degree

95%

of courses and major demographic groups actively represented by Student Reps

25%

of student members vote in SUBU's Officer Elections

90%

of students are happier and more confident after using SUBU's services

# The Recruitment Process

We welcome all applications and encourage candidates to apply regardless as to whether they feel they meet all criteria set out in the person specification.

At SUBU we tackle imposter syndrome by focusing on what people can do and the value they could bring to our organisation.

## **Stage 1: Advertisement and application submission**

Here you will find the link to our online recruitment portal, where you can create a login and start your application. Your application form can be completed in stages, saving your progress as you complete the form, for you then to log in at a later date to continue.

## **Stage 2: Shortlisting**

Once you have completed, checked, and submitted your application, you will receive a confirmation email.

We will begin the shortlisting process shortly after the closing date. If you are chosen for interview, you will receive an email asking you to confirm your salary expectations. If this aligns with our policy, you will be invited to interview.

If you are unsuccessful at the shortlisting stage, you will be notified by email.

## **Stage 3: Interview**

You will be provided with the selection format and question themes in advance of your interview date and time, allowing you to prepare in a considered and structured way.

Our interview panel will consist of the hiring manager and usually two additional members of staff. The names of the panel members will be shared with you prior to the interview.

The interview will be friendly and supportive, and you will have the opportunity to ask questions.

## **Stage 4: Post-interview**

If you are successful following your interview, the hiring manager will work with you to agree on a start date and plan your induction. This will include support with any questions, system setup requirements, and any adjustments you may need to work effectively.

If you are unsuccessful, we will contact you by email and offer feedback, which can be provided either by email or via a phone call.

# What the team say

## **Tammy Bowie**

Student Opportunities Manager  
Joined SUBU in 2023

"I love working in an environment where no two days are the same. One day we could be delivering training for 100 people, and the next I may be supporting students one-to-one."



## **Justyna King**

Junior Advice Caseworker  
Joined SUBU in 2022

"The organisation is progressive, attentive, and allows you to be the best version of yourself."



## **Andy Elsey**

External Partnerships Manager  
Joined SUBU in 2014

"I really appreciate the flexibility of the role around family life, particularly being able to manage childcare and school commitments."



# Meet the hiring manager

## **Tammy Bowie**

Student Opportunities Manager

SUBU Clubs and Societies are student-led groups that bring students together based on a shared common interest. Covering a wide variety of activities from Social Sport to Academic Groups there is something for everyone here at SUBU! Joining a Society is a great way to make new friends, explore new interests and develop skills for your CV.

We are looking for someone to join our team who will support and develop student-led groups, ensuring they are well-governed, inclusive and equipped to provide enriching extracurricular experiences for all students. This role champions equity, diversity and student leadership and works to create spaces where all students feel represented.



For an informal chat about this role please email [tbowie@bournemouth.ac.uk](mailto:tbowie@bournemouth.ac.uk) to set up a call.

# About the role

## Volunteering and Skills Coordinator

The Volunteering and Skills Coordinator supports Bournemouth University students by coordinating volunteering opportunities, employability skills development, and student-led initiatives through SUBU. The role involves managing the Volunteering Hub, working with charity partners and university stakeholders, organising events and campaigns, supporting student engagement activities, and ensuring all volunteering processes, documentation, and compliance requirements are effectively maintained.

Apply online via [subu.org.uk/Jobs](https://subu.org.uk/Jobs)

Job Title:	<b>Volunteering and Skills Coordinator</b>
Hours:	<b>35 HOURS</b>
Salary starting from:	<b>£23,500</b> (Salary Band D1) In line with SUBU's pay framework, new employees are appointed at the lower end of the salary band.
Responsible to:	<b>Student Opportunities Manager</b>
Responsible for:	<b>N/A</b>
Place of work:	<b>The Student Centre, Talbot Campus</b>

### Purpose of role

The Volunteering and Skills Coordinator role sits within the Student Opportunities Department at SUBU. The department is responsible for offering a wide range of extra-curricular activities to Bournemouth University students, supporting engagement beyond academic study. The role of the Volunteering and Skills Coordinator focuses specifically on coordinating the provision for volunteering and skills development opportunities at SUBU, ensuring that students seeking ways to develop personally and/or professionally are supported with this.

This role will play a key role in supporting the delivery of the SUBU Strategy, specifically around the themes of volunteering and employability skills. This will be achieved by the post holder's support of student-led projects and events, also aiding in the delivery of relevant training, presentations, and promotional activities, drawing connections between employability and the wider SUBU activity offer. This role will support students to develop and articulate essential skills that will be transferable to their chosen career pathway including core competencies such as communication, leadership, and entrepreneurship.

This will be achieved by collaboration with students and key stakeholders such as BU Careers, other BU and SUBU Departments, and external partners. The post holder will support University wide initiatives that provide opportunities for students to develop and articulate these transferable employability skills.

The role requires comprehensive technical understanding to support the maintenance and development of the online SUBU Volunteering Hub. Ensuring that the platform maintains quality user experience, the opportunities available are diverse and from a wide variety of charity partners. The position will develop the working relationship between SUBU and charity partners both locally and nationally to maintain high quality opportunities for students. Maintenance of the Hub will also include the facilitation of the annual SUBU Volunteering Award scheme to recognise student participation in the programme.

The Volunteering and Skills Coordinator is responsible for the administration of all processes and procedures, including the specific policies required to effectively manage and develop the volunteering offer, including maintaining accurate records of Charity documentation and activity risk assessments. This role will also require keeping an up-to-date knowledge of relevant legislation for the effective management of volunteers.

This post holder will also facilitate in person activities which aim to activate students into the broader volunteering offer. This will include one off volunteering activities such as litter picks and micro-volunteering. The post holder will also facilitate larger one-off events and campaigns, such as National Student Volunteering Week, to raise awareness of the Volunteering programme at SUBU, the opportunities available and the benefits of participation. This role will also support students to facilitate fundraising activities on campus where required.

### **Key Tasks**

- Administration Duties: email and diary management, and administrative procedures relating to volunteering, event management, training, health and safety and record keeping.
- Communication Duties: verbal and written communication with stakeholders, students, SUBU staff, Full-time Officers, University staff, and other external contacts, through multiple platforms.
- Organisational Duties: support the organisation and running of the department, prompting staff and students for input into various matters and development activities throughout the year.
- Data Duties: maintain and manage various records and information systems.
- Project Duties: coordinate and administer a variety of projects, campaigns, activities, or initiatives as directed by students and Full-time Officers.
- Analytical Duties: Collect feedback formally and informally to review and update processes to enhance engagement and reduce barriers to participation.
- Key Union Events Duties: when required, assist with the promotion, organisation and administration of key departmental activities and larger Union events such as Freshers, Summer Ball, Student Awards.
- Advice and Guidance Duties: Support student, Union and Officer projects, campaigns, and events, and assist student volunteers with learning & development in their roles where applicable.

- Mentoring Duties: Organise, create, and deliver training for student organisers where applicable.
- Welfare Support: Act as a key signposting body for student support and wellbeing resources available through SUBU, BU, and relevant external organisations.
- Financial Duties: Monitor event and campaign budgets as part of the Student Opportunities Department budget as well as oversee the inventory process for Department assets.
- Strategic Duties: Contribute to and implement operational plans and departmental objectives.
- Reviewing & Evaluation Duties: Assist in reviewing current processes and sector best practice to support the continuous improvement and development of student opportunities.
- Engagement duties: Encourage student engagement, ensuring that the functions of the Union have a strong presence on campus.
- Networking Duties: Collaborate closely with colleagues within the department, Union Officers, other Student Engagement Departments, other SUBU teams, contacts in BU, and external organisations.
- Compliance Duties: maintain accurate risk management and partner organisation records including accident reporting.

### **General for all staff**

- Key Union events duties: proactively to assist with the organisation and administration of Union events such as Fresher's Fair and the Summer Ball.
- Staff must always adopt and endorse the company's strategy and values as well as all supporting policies, across all aspects of the role.
- Participate in training, meetings or conferences considered relevant to their job with agreed Personal Development plan
- Carry out your duties with full regard to the rules, policies and procedures and conditions of service contained in the staff handbook.
- Abide by the Organisation's policies and procedures.
- 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**

- Effective administration with ability to deliver multiple tasks.
- Responsive to changing demands.
- Excellent communication (verbal and written) skills.
- Self- Motivated
- Leadership skills, ability to deliver training to a diverse group of people.
- Learning and Development Skills
- Empathy and emotional intelligence

SUBU is committed to becoming a more inclusive and diverse organisation that better represents the student communities we serve. This commitment to inclusivity is one of our core organisational values. Being a diverse organisation includes ensuring people from marginalised communities are involved in decision-making processes at all levels within SUBU. We therefore encourage applications from individuals from the following communities: People from Black, Asian and Minority Ethnic backgrounds, People with Disabilities, People of marginalised genders, LGBTQIA+ individuals. All submitted applications are anonymised as part of our application process and appointments are made based on skills and competencies.

Applicants must have the legal right to work in the United Kingdom at the time of application. Unfortunately, we are unable to provide visa sponsorship or support visa applications for this role. Proof of eligibility to work in the UK will be required during the recruitment process for the successful candidate, in accordance with UK right-to-work legislation.

# Pay Bands

Band bases are usually increased annually at the same or below that year's Cost Of Living Adjustment, to permit length of service progression within the band. Bases may also increase based upon ongoing market rate research and Hays reviews.

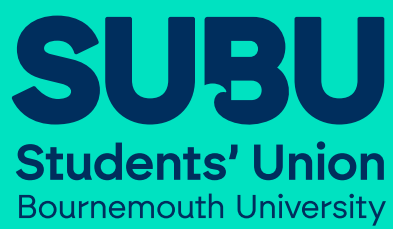
The split in each band, shown as darker and lighter blue (e.g B1 or B2) provide a higher starting point for some non-standard or specialist roles. All roles within a complete band (e.g B1 & B2 combined) have the same maximum so roles all progress up to the same limit.

Adjacent bands may share a partial salary crossover to allow for varied experience, skills & knowledge levels to be recruited and rewarded.

Bands D & E have identical bases as this is the amount SUBU will never pay less than, as reviewed annually through the Board of Trustees. Maximums for each band do differ however, to allow further progression within higher bands.

**In line with SUBU's pay framework, new employees are appointed at the lower end of the salary band.**

↑ A1	Band A Max	£65,000	↑ A2
	A2 Base	£60,000	
	A1 Base	£48,800	
↑ B1	Band B Max	£43,500	↑ B2
	B2 Base	£41,000	
	B1 Base	£34,000	
↑ C1	Band C Max	£36,000	↑ C2
	C2 Base	£31,000	
	C1 Base	£26,500	
↑ D1	Band D Max	£28,500	↑ D2
	D2 Base	£25,500	
	D1 Base	£23,500	
↑ E1	Band E Max	£26,000	↑ E2
	E2 Base	£25,000	
	E1 Base	£23,500	



[subu.org.uk](http://subu.org.uk)