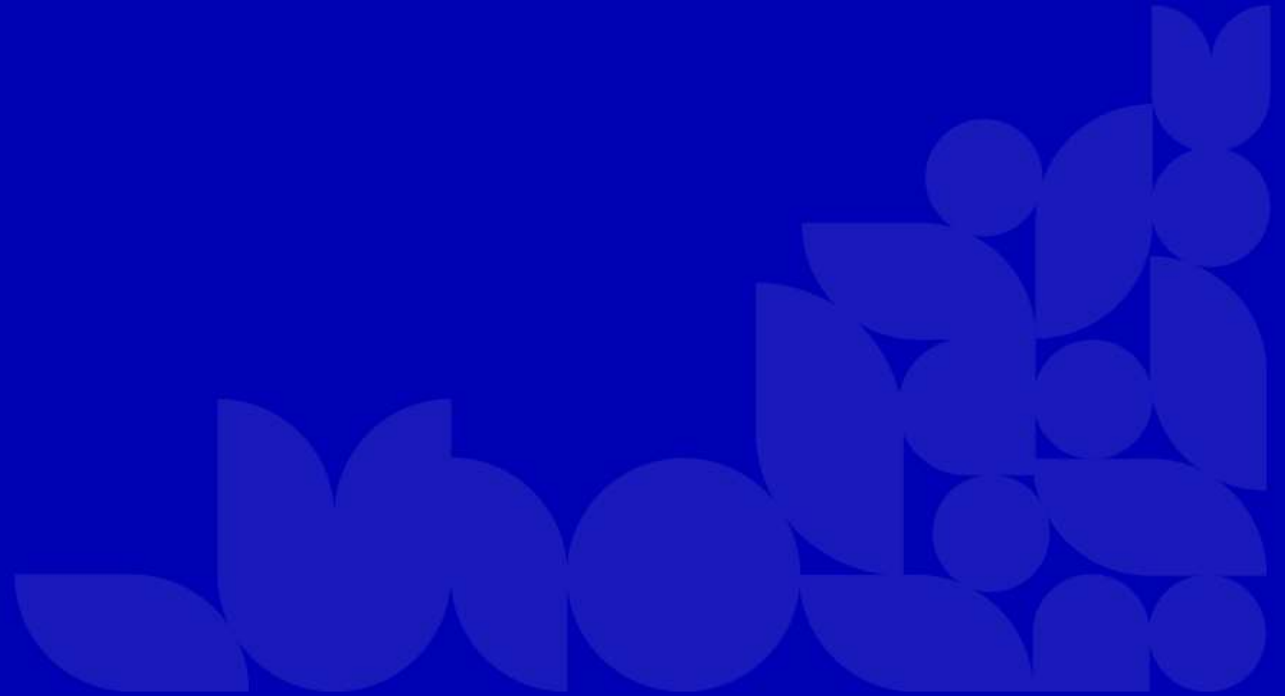


Volunteering Coordinator



Welcome

We're so pleased you found us.

We believe that students can and want to shape the communities they are part of for the better.

Through our student leaders and elected representatives, we create opportunities for students to come together and inspire them to make change and shape the world around them.

It's a seriously fun place to work, driven by our values with a diverse and international perspective, with a really supportive staff team and a focus on your development.

Students' unions come in all shapes and sizes. With job roles at all levels, and with more than 550 unions across the country, you can work with us to start building a career doing what you love.

Come join us!

Nicky Passmore

Chief Executive



What we do

The SU *is* the body of students at the University of Bath. We believe that when students come together, they can shape the communities they are part of for the better. Through our student leaders and elected representatives, we grow and support communities of students as they provide opportunities for others and change the world around us for the better.

Together we: Promote student interest and welfare; Provide support and advice; Represent the student community with the University and others; Provide social, cultural, sporting and recreational activities.

How we do this is through student-led:

- Voice – helping students stand up, speak up and make their voice heard,
- Experiences – making friends and memories that last a lifetime,
- Groups – broadening horizons with our communities of students,
- Support – providing advice and support on student life,
- Development – developing the skills students need to lead and change.

Our work is overseen by an independent board made up of six elected student officers, two independent students and five external independent trustees. The SU is funded by a grant from the University of Bath, membership income and the commercial revenue that we generate through our range of student spaces and services.

Summary of the job

Salary	Starting from £22,417 p.a. (Grade 5)
Contract	Part Time
Working hours	29 hours per week for 42 weeks per year
Location	University premises / WFH
Reporting to	Volunteer and Society Manager
Responsible for	
Budget	Some oversight of budget allocation

To work as part of the Students' Union Activities Office to facilitate and support student involvement, leadership and personal development through volunteering projects and involvement in external communities and organisations.

The Activities area changes and adapts to meet current student needs year on year. The role holder will recognise, adapt and provide innovative ideas in order to continue the development of the area and maintain a high level of student participation.

The role holder will support the strategic and sustainable development of student-led volunteer groups, as well as network with organisations to provide opportunities for students across the institution. To include the development of student training needs and to provide support and guidance on volunteer good practice.

The post holder will ensure that the University is represented in a professional manner when working with other institutions and organisations.

The post holder will engage with other departments within the Students' Union and the University, as well as with the external community, to provide further opportunities for the student membership and identify future relationships.

Role overview

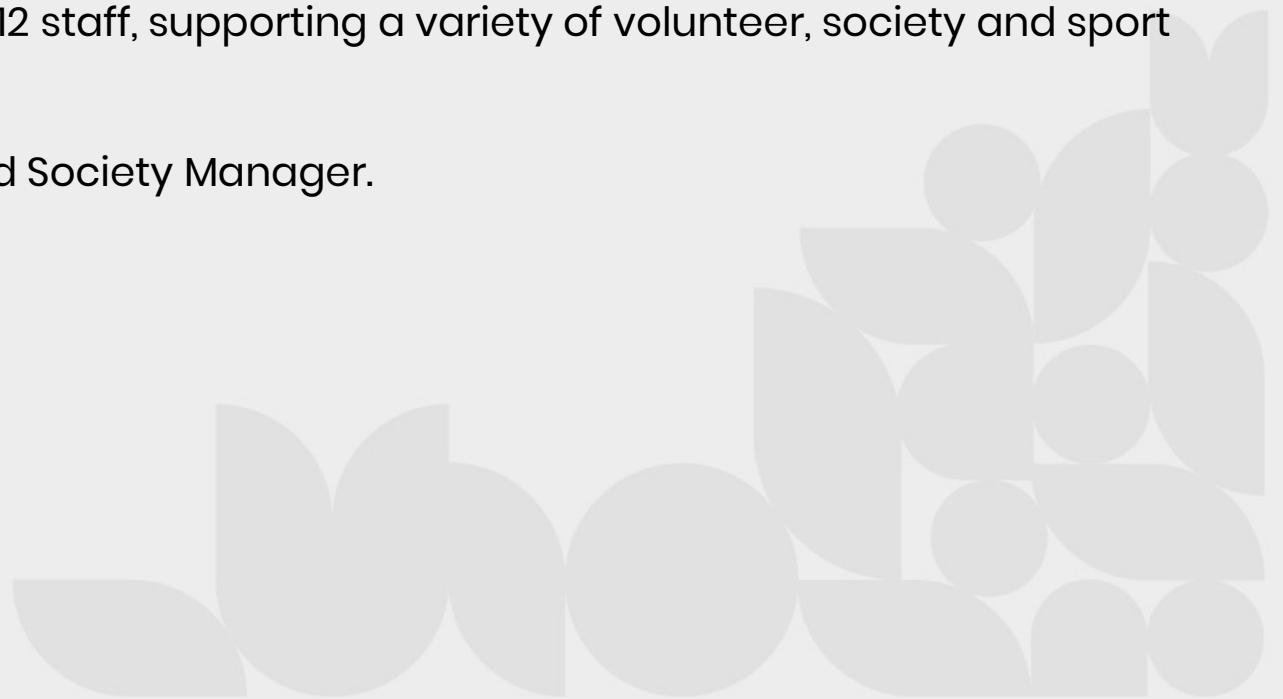
Within the Activities team, the volunteering department specializes in connecting with the third sector and other local organisations, to research and promote volunteer opportunities for the student body and to enhance the development of our student leaders.

The coordinator will be required to build partnerships with internal teams across the SU and the University, as well as networking across local charities, schools and other organisations, to create a culture of voluntary and social action.

The role will also require you to monitor budgets, contribute to the development of annual plans, support and train student leaders, support the delivery of The SU strategy and champion the values and cause of the organisation.

The Activities team consists of over 12 staff, supporting a variety of volunteer, society and sport activities and student led groups.

The role reports to the Volunteer and Society Manager.



Main responsibilities

1 –Networking and building relationships with stakeholders (25%)

To build networks and facilitate opportunities so that students can engage in a range of volunteer schemes

Be proactive in networking with departments within the SU, University and external community to develop ideas towards joint projects and to share good practice

To promote the work of the student groups and the Activity area to University departments and external organisations

To support the SU Activity Officer and Society and Volunteer Manager to develop the area

Provide tailored advice and support to students and staff when delivering volunteer activities

Maintain regular communications with stakeholders to ensure they feel supported and informed

2–Mentor and support student leaders to deliver community activity, ensuring compliance with good practice, policies and legal requirements. (25%)

To provide key event and project management support for volunteer groups so that student leaders can deliver their events effectively and safely (both on and off campus) and within the SU's policies and procedures. This will include advising with promotion, recruitment, legal compliance and stakeholder relationships

To monitor project and event progress to ensure correct processes are being followed, students are supported and volunteer good practice is being adhered to.

To provide and monitor health and safety guidance

To provide information and guidance to potential student volunteers on a face to face basis and via web/email requests

Main responsibilities

3-Marketing (15%)

To promote the area to students, staff and the local community

To market student volunteer opportunities to all students via social media, the website and other marketing tools

To liaise with the SU's Marketing Department to ensure the volunteering webpages are up to date

To liaise with the SU's Marketing Department to ensure student-led events are promoted effectively

To develop content to support marketing and awareness of the area and volunteering opportunities

4-Volunteer good practice (10%)

To develop recognition of student volunteers – in particular supporting with the delivery of SU awards events and other recognition schemes

To develop guidance and resources to support the effective delivery of key services whilst reflecting the SU's values

5-Training and Development (10%)

Develop the training offer to student leaders to include planning and delivering training where needed.

Ensure student groups have access to the training they require in order to carry out their role effectively.

Liaise with the Skills and Development team to suggest additional training needs as identified by the student groups

Main responsibilities

6 – General responsibility (10%)

Monitor the impact of the volunteer offer and identify areas for future development

Ensure that all activities in the programme are delivered safely and in-line with SU procedures

Provide support to the SU Officers with administration and project work as required

7-Financial responsibilities (5%)

Provide student groups with support towards their annual budget and financial procedures

Monitor financial planning for events and activities, ensuring good practice is followed

Highlight sponsorship and fundraising opportunities



About you

To be successful in this role, these are the things that will matter most:

- Ability to be student-led and empathy with the cause, mission and values of The SU
- Understanding what a membership led organisation means
- Flexible with an ability to prioritise and get things done in a busy environment

Essential behavioural competencies:

- Works under own initiative to deliver objectives to agreed targets and a high standard
- Manages time, workload and priorities according to strategic need
- Ability to form and maintain effective partnerships, including within the team
- Open, flexible and transparent ways of working
- Creativity and innovation within work, with a strong attention to detail

Skills and experience:

- Educated to degree level or equivalent relevant experience
- Events or project management, with good planning and networking skills
- Ability to communicate and engage with a wide range of audiences
- Producing engaging content to brand standards
- Supervision of people in the delivery of events and activities

Other benefits

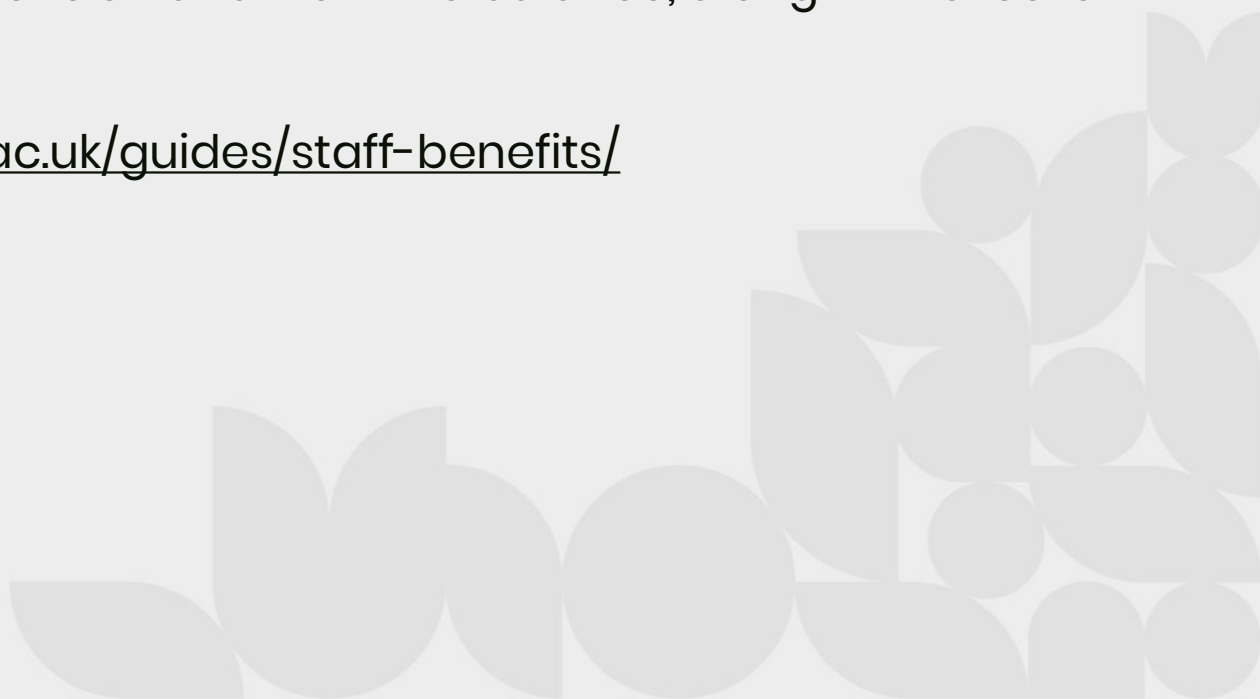
We offer competitive salaries, a vibrant and fun working environment and flexible working to enable your work-life balance.

We offer more than just a “job”; we offer career opportunities for committed and ambitious people to help shape our organisation and the lives of the students we represent.

Our staff enjoy a safe and pleasant working environment, with a variety of benefits encompassing pay, generous pension and work-life balance, along with excellent facilities on campus.

You can find out more at: bath.ac.uk/guides/staff-benefits/

Join us and be part of our story!



How to apply

Find out more

For more information and an informal chat about the role please contact:

Anna Boneham, Volunteer and Society Manager, 01225 383198 , susao@bath.ac.uk

How to apply

Applications are online. To apply for this role, please visit the job posting at:

thesubath.com/careers/



Thank you.

thesu@bath.ac.uk

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 @thesubath  @thesubath  @thesubath

