

Skills Development Coordinator



Welcome

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.

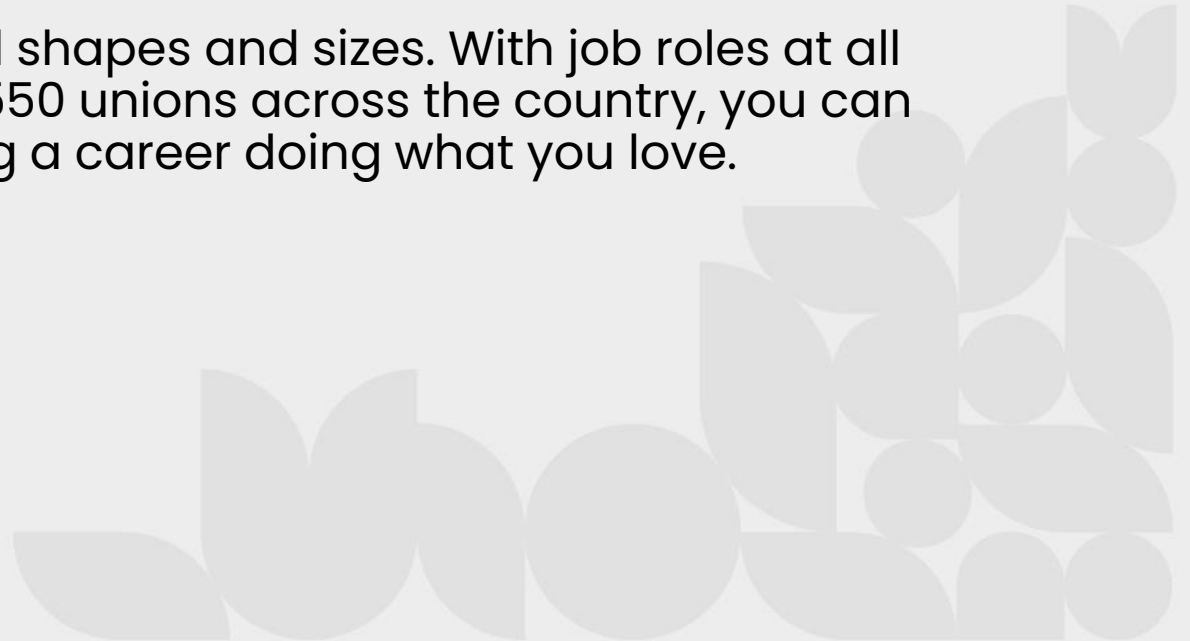
It's a seriously fun place to work, driven by our values with a diverse and international perspective, with a really supportive staff team and a focus on your development.

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!

Ryan Bird

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 £29,605 p.a. (Grade 6).
Contract	Full Time
Working hours	36.5 hours per week including occasional weekend or evening work.
Location	University premises
Reporting to	Peer Support Manager
Responsible for	Peer Support Administrators (x2)

The Skills Development Coordinator leads on the development of skills training provision for students and student leaders, contributing to The SU's objectives and overall strategic direction. The role will project manage the development of a suite of online training modules to support the induction, training and development of student leaders as well as lead on the strategic and sustainable growth of student participation and engagement in skills training, as student leaders and service users.

Role overview

The Skills Development Coordinator works closely with student leaders and partners to define and develop skills development programmes, including peer-led skills training sessions and the training of student leaders, in line with the peer support strategy.

Working closely with student leaders and colleagues across The SU and the University of Bath, the role will be responsible for project managing the development of a suite of online training modules for student leaders, to help them make the most of their roles. They will also develop new and existing developmental opportunities for these student leaders and ways of recognising the hard work of these volunteers during the year.

The Skills Development Coordinator will lead on the development of strong working relationships with stakeholders, including students and academic and professional service colleagues. The role will help facilitate the sharing of good practice within the University of Bath and with local and international institutions.

As a co-ordinator within The SU, the role will also be responsible for building links with other departments, managing budgets, contributing to the development of annual plans, supporting the delivery of The SU strategy, and championing the values and cause of the organisation.

Main responsibilities

1 – Supporting the development of student leaders (50%)

- Manage the development of online training modules for student leaders.
- Develop and deliver effective, engaging and, where possible, peer-led training for student leaders.
- Provide tailored advice and support to students and staff running training programmes.
- Create additional developmental opportunities for student leaders.
- Implement new and innovative ways of recognising student leaders in The SU.

2 – Development, and delivery of an effective peer support programme (15%)

- Manage the recruitment, training, and ongoing support of volunteers in peer support schemes.
- Increase the participation in peer support schemes, ensuring a diverse range of students can engage as service users and student leaders.
- Engage student leaders and representatives and use feedback from stakeholders to shape the programmes.
- Develop content to support marketing and awareness of peer support schemes and volunteering opportunities.

Main responsibilities (continued)

3 – Networking and building relationships with stakeholders (15%)

- Recruit, manage and support a project team for each online training module.
- Maintain regular communications with stakeholders to ensure they feel supported and informed.
- Build networks and facilitate opportunities for students and staff to share good practice.
- Be proactive in networking with local and international institutions to develop ideas and share good practice.

4 – Supporting the development of student leaders (20%)

- Manage income and expenditure within the Peer Support budget.
- Evaluate and report on the impact of the programme and areas for future development.
- Provide office cover for the area in line with SU procedures.
- Ensure that all activities in the programme are delivered safely and in-line with SU procedures.
- Line manage Peer Support Administrators and supervise student staff as required.
- Undertake other duties of a similar nature as reasonably required by your line manager.

About you

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

- Ability to be student-led and have empathy with the cause, mission and values of The SU.
- Ability to develop and deliver online training.
- Ability to manage and cultivate positive relationships with stakeholders.

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.
- Creativity and innovation within work, with a strong attention to detail.
- Commitment to equality, diversity, and inclusivity.
- Commitment to working in a sustainable or environmentally friendly way.

About you (continued)

Skills and experience:

- Educated to degree level or equivalent relevant experience.
- Ability to manage projects and manage relationships with multiple stakeholders.
- Experience of training and managing volunteers.
- Experience of planning and delivering high quality training.
- Experience of project evaluation and impact assessment.
- Ability to adapt to using new software.
- Experience using Xerte and producing multimedia resources is desirable.

Other benefits

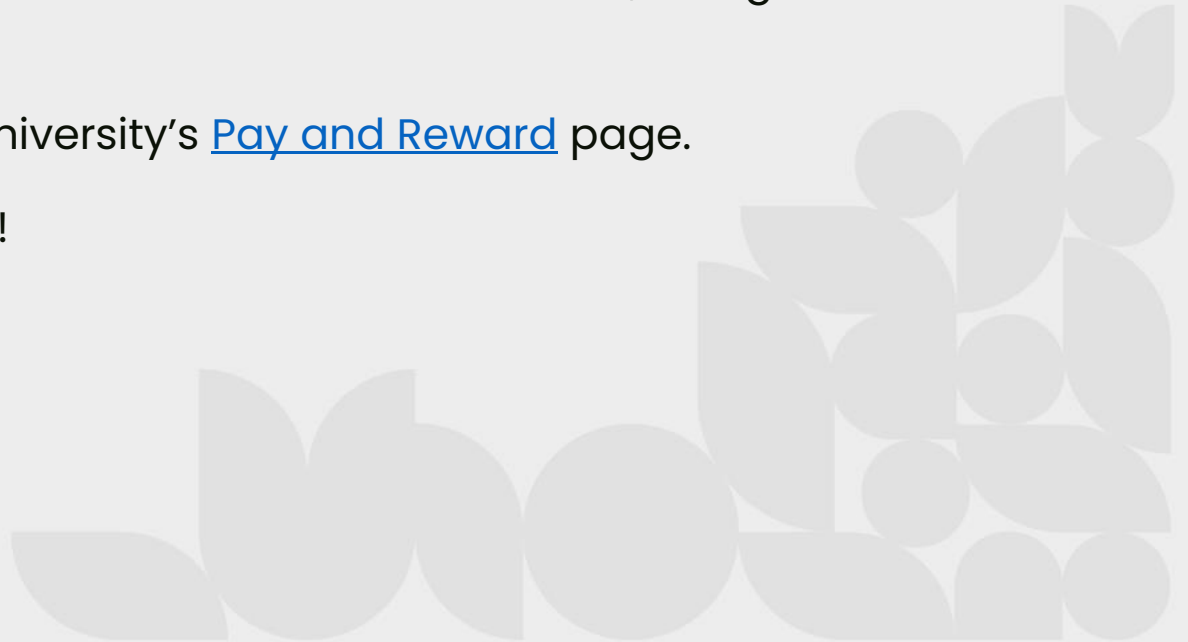
We offer competitive salaries, a vibrant and fun working environment and flexible working to enable your work-life balance.

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 on the University’s [Pay and Reward](#) page.

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:

Mandy Wilson-Garner, Deputy Chief Exec on susajw@bath.ac.uk.

You can also find out more on the [SU Careers](#) page.

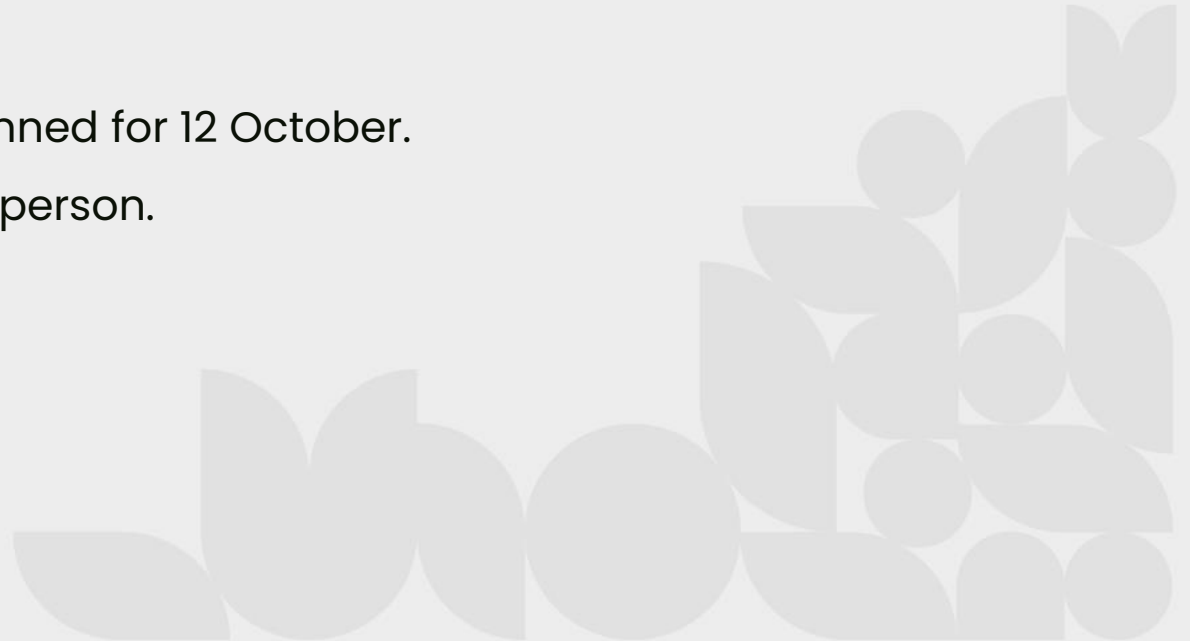
How to apply

Applications are online. To apply for this role, please submit your application via the University's Jobs at Bath page.

Interviews

Interviews are provisionally planned for 12 October.

Interviews will be conducted in person.



Thank you.

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