

Job Description

Job Title: Activities Development Coordinator

Responsible To: Community Development Manager

Salary: Band 4

Hours: 35 hours

Permanent

Location: Central London

Summary of Post	To ensure our students thrive and enjoy the best possible university experience at King's College London. Areas of work will include: <ul style="list-style-type: none">• Supporting and developing KCLSU Activity Groups which include:<ul style="list-style-type: none">○ Academic and Professional Industries:<ul style="list-style-type: none">▪ Academic study & interest▪ Business and Entrepreneurship▪ Careers & Employability▪ Policy Development▪ Debate & Discussion▪ Political▪ Altruism & Activism▪ Technology▪ Sustainability○ Culture and Faith<ul style="list-style-type: none">▪ Cultural Heritage▪ Faith & Spirituality• Leading and supporting on key projects and activity, including Community Leaders Training• Leading and supporting on the Community Development Framework that support and develop our 400 student groups.• Working with other staff across KCLSU to ensure that suitable support is given to the Activity Groups• Supervise student staff and volunteers where required
Main Tasks	Activity Group Development <ul style="list-style-type: none">• Provide support for student activity groups, enabling them to form, grow and thrive through a group development and accreditation framework.

	<ul style="list-style-type: none"> • Support student activity groups to participate in national competitions and events. • Create content for the monthly Student Group newsletter. • Deliver an effective engagement plan with student activity groups, utilising appropriate methods of mass and targeted communications; and efficient approaches for managing day-to-day enquiries. • Understand the short and long-term resource needs for our student activity groups, working with relevant KCLSU and KCL departments and external facilities to ensure KCLSU student groups have access to quality facilities that enable their activities. • Have oversight of specialist equipment and technology required by our student activity groups, ensuring effective management of inventory, up-keep, renewal and storage. • Develop the financial sustainability of student activity groups through membership fees, supporting sponsorship opportunities and coordinating grant funding allocation.
	<p>Projects & Events</p> <ul style="list-style-type: none"> • Lead on the operational delivery of Community Leaders Training. • Work with Activity Groups to develop events and activities across the year that engage the wider student community. • Support the Welcome Project Manager and wider project team to deliver KCLSU Welcome Fair for all new and returning students, showcasing KCLSU's student groups • Support a wide range of projects across KCLSU teams including Elections, Varsity and Awards.
	<p>Student Engagement</p> <ul style="list-style-type: none"> • Monitor participation and retention of Student activity groups and memberships, identifying areas for growth across a diverse university community of 40,000 students • Ensure participation in events is accessible and inclusive, identifying and removing barriers to engagement particularly for low participation groups. • Use mechanisms for service feedback, consultation and user insight, understanding diverse user needs and perspectives to inform continuous development of the community events programme. • Work in partnership with Funding and Ratification Committee, Networks, student leaders/representatives, Student Officers and Trustees to maintain a culture of student centred service development across student activity groups.
	<p>Student Leader Development</p> <ul style="list-style-type: none"> • Be the main staff support for the Funding and Ratification Committee. • Provide training, guidance and on-going support for student leaders , equipping students with the knowledge and skills that enable them to thrive in their role and feel empowered to grow as a community leader. • Using the student leader reward and recognition framework, ensure student groups are valued for their participation, celebrated for their impact and accredited for the knowledge & skills they have gained. • Build strong and nurturing relationships with student group leaders, coordinating effective engagement and regular contact with our service users. • Support the Full-Time Student Officers in delivery of their objectives, priorities and development, where relevant.

	<ul style="list-style-type: none"> Empower students, particularly those from low participation groups, to become student leaders within student groups <p>Governance and Compliance</p> <ul style="list-style-type: none"> To ensure that KCLSU Student Activity groups are legally compliant with any guidance from governing bodies and adhere to KCLSU and KCL policy. Review student group policies and procedures, ensuring these are fit for purpose, consistent and in-line with wider KCLSU policies and procedures, and accessible for our student groups to navigate and comply. Operate in accordance with health and safety practices and regulations, ensuring consistent practice and reporting of risk assessments across student group activities. Oversee the process for student group ratification in accordance with KCLSU governing processes. Ensure the Community Development team have direct oversight of student group sponsorship, ensuring compliance with KCLSU policy. Ensure student groups operate in line with KCLSU Bye-Laws and Articles of Association; KCL and KCLSU policies & procedures; and UK charity law and media law Ensuring compliance with GDPR <p>Stakeholder Management and Partnerships</p> <ul style="list-style-type: none"> Identify and cultivate key relationships and partnerships across Kings College London; students' unions; higher education organisations; and local and national charities and community partners; building networks and knowledge of sector leading developments. Work with the National Union of Students (NUS), furthering the interests of KCLSU. <p>Financial Management</p> <ul style="list-style-type: none"> Manage the allocation of funding grants for Student activity groups Oversee the development fund allocations alongside the Funding and Ratification Committee Maintain KCLSU assets within the Community Development Team
Working Hours	The minimum working week is 35 hours. Actual working hours may vary and may on occasion involve some evening or weekend work. This is considered part of the contract and reflected in the grading for the post.
Additional Information	<p>The job description is current at September 2024 and should be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the post holder and KCLSU in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive. In particular, given the grading and nature of the post, the responsibilities of, the post holder may well change from time to time. The post-holder may, from time to time, be required to be based at and/or work from any King's College London site.</p> <p>KCLSU has the right to vary the duties and responsibilities after consultation with you.</p>



Person Specification

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • A good standard of general education, ideally to graduate level or equivalent.
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of involvement with a students' union or similar membership organisation (either as an employee, student representative or trustee) • Experience of working alongside and in support of student officers • Experience of working in successful partnerships with a range of stakeholders <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working with student-led groups
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of the role of student groups in providing a great student experience • Knowledge of all relevant legal issues, risk assessments and health and safety practices • Knowledge and understanding of organisations relevant to student media and arts • Knowledge of issues and barriers associated with broadening student participation in higher education and/or voluntary sector(s) <p>Desirable</p> <ul style="list-style-type: none"> • Awareness of data protection and confidentiality policy • Awareness of relevant Health and Safety legislation
Skills	<p>Essential</p> <p>Communication & Organisation</p> <ul style="list-style-type: none"> • Excellent written & verbal communication skills, able to communicate effectively with both internal and external audiences • Ability to assist with and deliver training and provide targeted support to groups and individuals • Strong reporting skills to promote and champion success, activity, and achievements • Ability to manage working time effectively, and prioritise projects appropriately <p>Team working & Building Relationships</p>

	<ul style="list-style-type: none"> • Excellent interpersonal skills, enabling effective networking with a wide range of individuals and agencies, learning from existing models of best practice to build beneficial relationships and contacts • Ability to work as part of a team • Ability to motivate, facilitate, coach and support others to enable their development <p>Resilience & Problem Solving</p> <ul style="list-style-type: none"> • Ability to work independently under pressure with a positive attitude towards problem solving <p>IT Skills</p> <ul style="list-style-type: none"> • Excellent IT skills and ability to learn new systems quickly
Aptitude	<ul style="list-style-type: none"> • Flexible and hard-working with a pro-active work style • A commitment to the principles and practices of equality and diversity • A commitment to working in a student-led environment • Approachable nature, with the ability to relate to a variety of audiences • Enthusiasm for working with and supporting students • Able and willing to demonstrate KCLSU's values