

Job Description

Job Title: Arts and Media Development Coordinator

Responsible To: Community Development Manager

Salary: Band 4

Hours: 35 Hours per week

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 Arts and Student Media groups which include:<ul style="list-style-type: none">○ Performing Arts○ Creative Arts○ Fashion & Beauty○ Popular Culture○ Media & Journalism• Leading on key Arts and Creative projects and activity, including KCLSU's Arts Festival• Working with other staff across KCLSU to ensure that suitable support is given to the Student Media and Arts groups• Supervise student staff and volunteers where required
Main Tasks	Student Media & Arts Group Development <ul style="list-style-type: none">• Provide support for student media and arts groups, enabling them form, grow and thrive through a group development and accreditation framework.• Support student media & arts groups to participate in national competitions and events• Deliver an effective engagement plan with student media & arts 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 students media & arts 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 media & arts groups, ensuring effective management of inventory, up-keep, renewal and storage.

	<ul style="list-style-type: none"> • Ensure adequate technical support is in place for student groups to ensure safe and smooth running of KCLSU Student Media Suite spaces. • Develop the financial sustainability of student media & arts groups through membership fees, supporting sponsorship opportunities and coordinating grant funding allocation.
	<p>Projects & Events</p> <ul style="list-style-type: none"> • Project Manage the Arts Festival to bring the arts to the wider membership. • Project Manage the Student Media Awards Night to celebrate and recognize our student media groups. • Work with student media and arts groups to develop events and activities across the year that engage the wider student community such as on campus arts exhibitions & film festivals • Lead on the delivery of performances and exhibitions across Community Events and KCLSU Awards. • Working with the Community Development Team to develop strong student media partnerships and student-led content across our Varsity, Welcome Fair and Election projects.
	<p>Student Engagement</p> <ul style="list-style-type: none"> • Monitor participation and retention of Student Media & Arts 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 arts & media.
	<p>Student Leader Development</p> <ul style="list-style-type: none"> • Provide training, guidance and on-going support for student leaders across media & arts groups, 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 media & arts 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 media & arts group leaders, coordinating effective engagement and regular contact with our service users. • Coordinate specialist Media Law training for all Student Media groups and other identified Student Groups. • Support the Full-Time Student Officers in delivery of their objectives, priorities and development, where relevant. • Empower students – particularly those from low participation groups - to become student leaders across arts & media.
	<p>Governance and Compliance</p> <ul style="list-style-type: none"> • To ensure that KCLSU Student Media is legally compliant with any guidance from governing bodies and all media groups adhere to KCLSU and KCL policy. • Lead on the KCLSU Student Groups Media Communications Policy and Student Media Takedown Procedure, ensuring these are fit for purpose, consistent and in-

	<p>line with wider KCLSU policies and procedures, and accessible for our student groups to navigate and comply.</p> <ul style="list-style-type: none"> • 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. • Be the key point of contact with our external Media Law Consultant. • Work in collaboration with KCL/External organisations on creative projects, such as exhibitions and showcases • Manage links with appropriate national student media organisations • 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 Arts & Student Media groups • Maintain KCLSU assets within the Community Development Team
<p>Living our values</p>	<p>Be a role model for the organisation by actively demonstrating KCLSU's values:</p> <ul style="list-style-type: none"> • Collaborative We share information, and understand the impact on others of the work we do. We are committed to supporting students and working together to achieve student engagement and support across all areas of the organisation. We also support one another and work together. • Transparent and Accountable We share information and take responsibility including identifying how things could be improved the next time, to enable continuous progress. • Unbureaucratic We want our process to be easy to understand and effective, enabling decision to be taken in a timely manner, and making us easy to interact with. • Inclusive We want to benefit from all the diverse skills and experience in those we work with, and those who work for us. We want to represent the diversity of the student body and seek out ways to create opportunity for underrepresented sections of society. • Sustainable We take care of our resources – people, funds, buildings and equipment, relationships and reputation – to make sure that KCLSU is happy and healthy now and in the long terms for students and staff. We will continue to reduce our carbon footprint, recycle as much material as we can and minimise our negative impact on the environment.

	<ul style="list-style-type: none"> • Fun We are here for students to help and support them and make their time at University exceptional. We are easy to approach and want staff and students to enjoy their time with us, and benefit from the services we provide.
Working Hours	The minimum working week is 35 hours. However, actual working hours may exceed this total 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. Ideally the person needs to be present for Welcome Fair (end of September) but is not mandatory.
Additional Information	<p>The job description is current at August 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 media 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
<p>Aptitude</p>	<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