

# CULTURE, FAITH & IDENTITY COMMUNITIES COORDINATOR

## KEY DETAILS

Reporting to:	Community Development Department Manager
Place of Work:	London – our main offices are based at the KCL Strand campus, with occasional requirement to work from another campus in central London. We offer a hybrid working approach, with a minimum of 2 days per week expected in the office.
Hours of Work:	35 per week
Salary:	£33,628-£39,008. This is a KCLSU Band 4 role, and the successful candidate will be recruited on Band 4.1 (£33,628).  KCLSU are currently undertaking a review of our pay structure, and therefore the salary scale associated with this role is subject to change.

## PURPOSE OF THE ROLE

At KCLSU, our vision is to create a future where every student has the opportunity to thrive. With our members, we are a union of students where individuals love their university experience, are involved in shaping the future, and have the power to make change and connect to each other. We work to achieve this in a way that is aligned to our values - Inclusive, Collaborative, Open and Brave. These values guide how we behave, and how we go about our work.

As the Culture, Faith & Identity Communities Coordinator, it is your role to support our 3,600 Student Leaders, Volunteers and Representatives who lead our 400+ Student Groups. You will help students develop their leadership skills, build strong and inclusive communities through community cohesion, strengthen partnerships and collaboration, and ensure their groups remain compliant with relevant policies and procedures.

This role will also be responsible for supporting and developing KCLSU Student Groups which include:

- Cultural Heritage & Nation Societies
- Faith & Spirituality Societies
- Identity & Community Societies

# ROLE SPECIFIC RESPONSIBILITIES

## Student Group Development:

- **Vision:** Inspire and support Student Groups to develop their overall purpose and activity, setting their vision and activities for the year, so that each leader and group has an annual plan with proportionate allocated support from KCLSU.
- **Partnerships:** Support Culture, Faith & Identity groups to come together and build on their networks across student groups, KCL and alumni so that they can collaborate and build power across KCLSU communities and beyond.
- **Sustainable:** Support Community Leaders to ensure sustainable development and an ongoing impact of their activities and communities into the future.

## Community Cohesion:

- **Committee Team Building:** Support Student Group committees to develop as a team, respecting and understanding different perspectives, forming supportive and inclusive ways of working to achieve their collective aim.
- **Mediating Conflict:** Empower Community Leaders to build harmonious communities, equipping them with the tools to mediate.
- **Cross Community Harmony Amongst Interconnected Groups:** Foster harmony amongst interconnected communities through facilitation of dialogue and collaboration to develop mutual understanding, respect, empathy and solidarity.

## Student Leader Development:

- **Training:** Deliver relevant Community Leader Training, equipping our students with the knowledge and skills that enable them to thrive in their role and feel empowered to grow as a Community Leader.
- **Guidance:** Develop and maintain comprehensive and accessible user-friendly 'how-to' guidance for Community Leaders utilising the Community Leaders Hub.
- **Procedural Support:** Delivering and enabling procedures so that our service is running efficiently and is compliant to our policies.
- **Community-Led Nominations Engagement:** Foster a sense of community involvement and responsibility in our Community Leaders to inform their members of elections and roles available, encouraging and increasing nomination participation.
- **Full-Time Officers:** Support the Full-Time Student Officers, specifically Vice President Welfare & Communities and Vice President Activities & Development, in delivery of their objectives, priorities and development, where relevant.

## Stakeholder Partnerships:

- **Student Communities:** Build and maintain relationships with Community Leaders across our Culture, Faith & Identity groups so that we build trusting and respectful relationships with our Community Leaders and are approachable.
- **University Partners:** Identify, cultivate and maintain key relationships and partnerships across Kings College London such as King's Chaplaincy.

- **External Partners:** Maintain key relationships with students' unions; National Union of Students, higher education organisations; and local and national youth and education charities; building networks and knowledge of sector leading developments.

**Governance and Compliance:**

- **Health and Safety:** Operate in accordance with health and safety practices and regulations, ensuring consistent practice and reporting of risk assessments across all student groups and the department activities.
- **Freedom of Expression:** Support and advise student groups to deliver activities that uphold freedom of expression, ensuring compliance with the Freedom of Speech Act (Higher Education) 2023 and Equality Act 2010 and relevant KCLSU and KCL policies.
- **Student Group Policy:** Lead on delivery of relevant KCLSU Student Group Policy.
- **Student Group Funding:** Support funding allocation in line with Student Group Funding Policy.
- **GDPR:** Operate in line with GDPR compliance.
- **Compliance:** Ensure student groups adhere to KCLSU Bye-Laws and Articles of Association; KCL and KCLSU policies & procedures; and UK charity law and media law.

## PERSON SPECIFICATION

This person specification sets out a range of behaviours, knowledge, skills and experience that the ideal candidate will be able to demonstrate. We recognise that candidates will have a variety of experience and understand that this experience does not always come from paid employment. **Your** application will be assessed on how your skills and experience relates to the competencies below.

Area	Essential
Qualifications, Experience and Knowledge	<ul style="list-style-type: none"> <li>• Experience working in a community engagement or similar role.</li> <li>• Experience working with community groups and building successful partnerships with a range of stakeholders.</li> <li>• Experience of implementing operational policies and procedures.</li> <li>• Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook), with confident use of email, internet research tools, and database systems.</li> </ul>
	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience or involvement with a students' union or similar membership organisation and working with young people (either as an employee, student representative or trustee).</li> </ul>
Behaviours	<p><b>Essential</b></p>
	<ul style="list-style-type: none"> <li>• A commitment to and ability to role model KCLSU's vision and values.</li> <li>• Ability to build positive and professional relationships with colleagues at all levels.</li> <li>• A strong commitment to equality, diversity and inclusion.</li> </ul>

	<ul style="list-style-type: none"> <li>• Enthusiasm for working in a student-led environment and empowering student leaders.</li> <li>• Comfortable working both autonomously and collaboratively as part of a team.</li> </ul>
<b>Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills, able to engage and influence a range of audiences.</li> <li>• Strong facilitation skills, including delivering training and providing coaching and mentoring to individuals and groups.</li> <li>• Experience in mediation and conflict resolution, with a calm, solutions-focused approach.</li> <li>• Ability to plan, prioritise, and manage workload effectively across multiple projects and deadlines.</li> <li>• Strong reporting and evaluation skills, able to capture impact and communicate outcomes clearly.</li> <li>• Effective networking and relationship-building skills, with an understanding of community organising principles to develop partnerships and engagement.</li> <li>• Proactive problem-solving skills, with the ability to work independently under pressure and adapt to changing priorities.</li> </ul>