

# Job Description

**Job Title: Community Events Coordinator**

**Responsible To: Volunteering & Events Manager**

**Responsible For: Student Staff**

**Salary: Band 4**

**Hours: 35 Hours per week**

**Location: Central London**

<b>Summary of Post</b>	<p>To ensure our students thrive and enjoy the best possible university experience at King's College London, connecting students through a diverse range of inclusive events across the academic year that enrich their student experience.</p> <p>Partnering with 300+ KCLSU student groups, this role coordinates the KCLSU Community Events programme, managing the successful delivery of Welcome (freshers) events, on-going social connection events, Black History Month, Disability History Month, Women's History Month, LGBT+ History Month, Trans Awareness Week, One World Week and Interfaith Week. This role coordinates flagship events such as Welcome Fair &amp; KCLSU Awards.</p>
<b>Main Tasks</b>	<p>Community Events</p> <ul style="list-style-type: none"><li>• Create a development framework to support, inspire and grow student-led community events, empowering 300+ student groups to participate across our community events programme, where they are supported to design and deliver diverse, inclusive and quality events for the wider student community.</li><li>• Working with the Volunteering &amp; Events Manager and in collaboration with student groups, support the development and delivery of the KCLSU Welcome Events programme, welcoming 9000+ new and returning students to KCL.</li><li>• Working with the Welcome Project Team in collaboration with student groups to run the Strand Welcome Performance Stage.</li><li>• In collaboration with KCLSU Networks and student groups, project manage Black History Month, Disability History Month, Women's History Month, LGBT+ History Month, Trans Awareness Week, developing a programme of events celebrating, educating and organising students around the historical and ongoing oppression faced by these communities</li><li>• Working with Volunteering &amp; Events Manager to deliver Flagship Events such as Welcome Fair, KCLSU Awards, The Cultural Ball &amp; a Summer Party</li><li>• In collaboration with KCLSU Networks and student groups, project manage One World Week and Interfaith Week, developing a programme of events celebrating the diversity of culture, faith and traditions across the King's community.</li><li>• In collaboration with student groups, develop the concept and deliver the new event programme, a Summer Series, focussing on events for students who are still on campus or in London over the summer.</li></ul>

	<ul style="list-style-type: none"> <li>• In collaboration with student groups, developing an inclusive range social events across the academic year that seek to connect students – particularly those who are isolated or from low participation groups – to feel a sense of belonging in their student community.</li> <li>• Collaborate and engage with other KCLSU events delivered by staff across the Community Engagement Department, including Volunteering Week, RAG Week, Widening Participation Events, Volunteer/Student Leader celebration events, Elections, Varsity and Macadam Cup, Student Media &amp; Arts festivals/exhibitions.</li> <li>• Working across KCLSU teams and functions to maximise use of KCLSU spaces for community events</li> </ul>
	<p><b>Student Engagement</b></p> <ul style="list-style-type: none"> <li>• Monitor participation and engagement across community events, identifying areas for growth across a diverse university community of 40,000 students and 300+ student groups.</li> <li>• Ensure participation in events is accessible and inclusive, identifying and removing barriers to engagement particularly for low participation groups.</li> <li>• Use mechanisms for service feedback, consultation and user insight, understanding diverse user needs and perspectives to inform continuous development of the community events programme.</li> <li>• Work in partnership with Networks, student leaders/representatives, Student Officers and Trustees to maintain a culture of student centred service development in community events.</li> </ul>
	<p><b>Student Leader Development</b></p> <ul style="list-style-type: none"> <li>• Empower students – particularly those from low participation groups - to become community leaders.</li> <li>• Provide training, guidance and on-going support for student event leads and 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.</li> <li>• Using the student leader reward and recognition framework, ensure student event leads and groups are valued for their participation, celebrated for their impact and accredited for the knowledge &amp; skills they have gained.</li> <li>• Build strong and nurturing relationships with student groups and event leads, coordinating effective engagement and regular contact with our service users.</li> <li>• Support the delivery of the Community Development Framework</li> <li>• Support the Full-Time Student Officers in delivery of their objectives, priorities and development, where relevant.</li> </ul>
	<p><b>Governance and Compliance</b></p> <ul style="list-style-type: none"> <li>• Operate in accordance with health and safety practices and regulations, ensuring consistent practice and reporting of risk assessments across community events.</li> <li>• Ensuring compliance with GDPR</li> </ul>
	<p><b>Stakeholder Management and Partnerships</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Work closely with KCL Student Engagement Team to maximise the reach and engagement in our welcome and community events programme.</li> <li>• Seek opportunities to collaborate with KCL Equality &amp; Diversity Team, KCL Disability, KCL Chaplaincy, KCL Staff Networks and other relevant KCL departments to enhance Liberation History Months, Interfaith, One World and other KCLSU community events.</li> <li>• Build and maintain external partnerships with charities and local community groups, continually growing opportunities for collaborating on community events.</li> <li>• Work with the National Union of Students (NUS), furthering the interests of KCLSU.</li> </ul>

	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Manage the allocation of funding grants for student-led community events</li> <li>• Maintain KCLSU assets within the Volunteering &amp; Events Team</li> </ul>
<b>Working Hours</b>	<p>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.</p> <p>The person needs to be present for Welcome Fair (end of September) and KCLSU Awards (end of May).</p>
<b>Additional Information</b>	<p>The job description is current at February 2023 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>



## Eligibility

To be eligible to apply for this role you must:

- Be eligible to work in the UK, and provide proof of this (i.e. a passport/visa) when asked by KCLSU
- Have a National Insurance number, or be in the process of applying for one
- Not be a trustee of King's College London Students' Union