

Community Projects Coordinator

Job title:	Community Projects Coordinator
Working hours:	35-hours per week (to be worked flexibly)
Salary:	Grade B (£24,987.96 to £28,329.46)
Reporting to:	Community Empowerment Manager
Direct Reports	Occasional Student Staff

Role Purpose:

The purpose of the Community Projects Coordinator is to contribute to the delivery of projects with and for Exeter’s diverse student communities so that students are empowered to make change, feel included, and Love Exeter.

You will develop and deliver accessible, inclusive and impactful projects that enhance empowerment, remove barriers to belonging, and promote the celebration of diverse, intersectional and student-led communities. The role also plays a key part in ensuring students of all backgrounds and identities are equipped and supported to undertake their own projects and initiatives on the issues that matter to them and their community.

Key Accountabilities:

- Leaders of minority or marginalised student communities have the knowledge, skills and resources they need to be effective change makers for their communities and deliver accessible, inclusive and impactful projects.
- Exeter’s diverse student communities are celebrated and represented through a programme of impactful projects, engaging activities, and cultural events to increase their sense of belonging.

Key Responsibilities:

Delivery

- Contribute to the design and delivery a programme of authentic, co-created, and impactful awareness months and cultural celebrations that aim to increase the representation and celebration of diverse student communities.
- Contribute to the design and delivery of comprehensive training programmes and resources to ensure student community leaders have the skills, abilities, and knowledge to make change and lead on projects.
- Support the development and delivery of student-led projects and initiatives that enable students to make change within and for their communities.
- Contribute to the delivery of key team projects and initiatives, such as awareness months and cultural celebrations.

Role Profile: Community Projects Coordinator

- Ensure participation in campaigns, projects and student changemaking is accessible and inclusive, identifying and removing barriers to engagement and opportunities, particularly for minority and marginalised groups.
- Contribute to the development and implementation of annual plans.

Development

- Contribute to the development and enhancement of high quality and effective student projects and initiatives, focusing on empowering student community leaders to make change that is relevant, accessible and impactful.
- Contribute to the Student Voice team's strategic planning by putting forward evidence-based ideas for improving the visibility and representation of our diverse and intersectional student communities.
- Continually look for opportunities to improve, learn and grow, developing both your own skills and helping to develop collaborative ways of working.

Stakeholders

- Identify and develop relationships across the university, students' unions, higher education organisations and community partners; building networks to empower student community projects.
- Work with colleagues across the Guild to support and promote students from underrepresented backgrounds getting involved in changemaking and representation opportunities.
- Support elected Officers to drive change on topics and issues that matter most to students.

Compliance

- Ensure compliance with Guild and relevant University policies and all relevant legislation – including Health & Safety, 1994 Education Act, Safeguarding, Data Protection and Freedom of Speech.
- Ensure adherence to Guild financial regulations and effective financial procedures are in place when leading or supporting the delivery of projects and campaigns.
- Ensure student leaders operate in line with the Guild's Articles of Association and Byelaws; Guild and University of Exeter policies and procedures; and all relevant legislation.

Other

- Actively engage in student-facing projects and activities of all kinds as required.
- Be an enthusiastic advocate for student leadership and the organisation's values.
- Maintain own professional networks and promote the Guild on a local and national level.

Person Specification: Community Projects Coordinator

Criteria

Experience

- Demonstrable experience of scoping, initiating and managing projects, initiatives, and/or campaigns.
- Demonstrable experience of working with diverse customers or clients, especially those from minority or marginalised backgrounds.

Skills

- **Project management:** able to plan and organise projects, and report on progress.
- **Building Communities:** able to empower and support student leaders to build and maintain inclusive communities that drive belonging, by facilitating the sharing of knowledge, experiences and skills.
- **Teamwork:** taking the time to understand yourself and those around you, so that you can collaborate effectively across teams and achieve shared goals.
- **Insight:** able to spot issues and think creatively about how to solve them.
- **Accountability:** taking responsibility for your personal development, challenges, and successes, and being aware of the impact of your work.

Values & Behaviours

- A demonstrable commitment to the Guild's values.
- Shares a genuine interest for working in a democratic, student-led environment and championing student leadership.
- Strong commitment to equality, diversity and inclusion.

More Information

[Community Projects Coordinator – Role Profile](#)

[Candidate Information Pack](#)

Please download the role profile for more information, including advice on how to apply and to arrange an informal conversation with the hiring manager. For general enquiries, please contact peopleandculture@exeterguild.com.

Role Profile: Community Projects Coordinator

How to Apply

Application Timeline:

Closing Date: Monday 28th October 2024 at 10am

Shortlisting: by 30th October 2024

Interviews: Monday 4th October 2024

You will need to provide an up-to-date copy of your CV, and answer the following questions related to the person specification for the role:

- Please outline why you want to apply for this role, including how your values align with the Guild, particularly relating to our commitment to being radically inclusive.
- What skills would you bring to ensure that projects are managed effectively?
- Please tell us about your experience of working collaboratively with diverse members, volunteers, or communities.

Please note:

- We will contact you to let you know the outcome of your application. This can sometimes take a few days.
- You must be able to provide proof of your right to work in the UK before starting work with us. We are not currently able to sponsor employees requiring a visa.
- Applications received after the above closing date will not be considered.

Meet your new manager



Andrew, Community Empowerment Manager

If you'd like an informal chat with Andrew to find out more about the role, the team and what they're looking for in our new Community Projects Coordinator, you can get in touch at andrew.trezise@exeterguild.com. They would love to hear from you!

For general queries please contact: peopleandculture@exeterguild.com