



Job Pack

Community

Research

Initiative

Coordinator

Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for the role of Community Research Initiative Coordinator at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Securing a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [Impact Report 2023](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

John Dubber
Chief Executive



About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 90 career staff and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

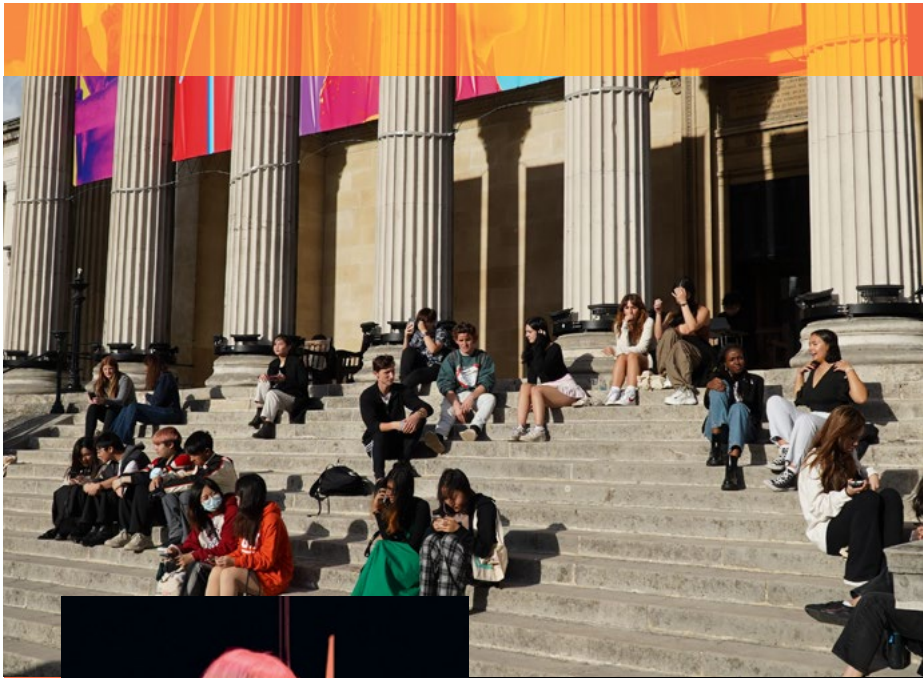
Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, with over 350 clubs and societies – with 20,000 members – including all sport, music and performing arts provision at UCL.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Six cafés, four bars, one merchandise shop, a gym, and two convenience stores.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.



Job Description

Job Title: **Community Research Initiative Coordinator**

Reports to: **Community Research Initiative Manager**

Grade: **6**

Purpose of the Job

We are looking for someone who is passionate about connecting res, problem solving and collaborating, and sharing knowledge and skills!

The successful candidate will join the Volunteering team with its mission is to create good student citizens – at institutional, local, and global levels – through civic engagement, volunteering and community engaged research. That is, a university where civic engagement is considered core activity for its students, delivered by the Union. It is an exciting time for the team, a time of growth and innovation due to the UCL Student Life Strategy.

The role will be situated within a key area of delivery for our team: **The Community Research Initiative**. This exciting offer aims to create opportunities for students to connect their research and study skills with the real-world by working with and for the voluntary & community sector. Through our diverse offers including community engaged master's dissertations, research volunteering, community engaged learning opportunities and the Pro Bono Research Service we aim to harness the power of research to create useful and useable solutions that have a positive social impact on the wider community

The Community Research Initiative Coordinator will be responsible for supporting the continued development of our Community Research Hub with Kentish Town Community Centre; co-developing with Community Partners appropriate training, workshops, projects and events for 24-25; and co-designing with Community Partners and students opportunities for charities, voluntary or community groups to interact with the university through the Community Research Initiative. The post will actively contribute to enabling the delivery of UCL's Student Life Strategy 2022-27.

This role would suit someone who is looking to take initiative and work independently, enjoys creativity, can change direction easily, and - most importantly – cares about the possibilities of student research for the voluntary & community sector!

Duties and Responsibilities

Programme delivery

- Support the Community Research Manager in acting as a key contact for students engaging in student research and evaluation projects through the Community Research Initiative
- Support the Community Research Manager in acting as a key contact for organisations who are engaging with student research and evaluation projects through the Community Research Initiative
- Support the Community Research Manager to increase engagement of stakeholders in student research and evaluation projects
- Lead on administrative duties to support the delivery of research and evaluation projects through the Community Research Initiative Coordinate post-event reflections and dissemination
- Seek feedback from key stakeholders to develop the Community Research Initiative's processes and procedures
- Key contact for queries for Community partners engaged with the Community Research Initiative

Communications

- Coordinate awareness -raising campaigns in the Voluntary & Community sector in Camden and East London
- Respond to enquiries in a friendly, effective and efficient manner
- Act as a key point of contact for community partners
- Ensure you are well equipped to answer a variety of queries and provide up to date information about the wider volunteering service
- Regularly communicate important information clearly to student research volunteers as directed by the Community Research Initiative Manager
- Support with writing high quality content and copy, keeping our webpages, social media pages and online resources up to date
- Support with the creation of high-quality content and copy for training, working with the Community Research Initiative Manager to help upskill student volunteers
- Liaise with the Marketing Department to ensure consistent branding and marketing, implementing relevant marketing plans

Events

- Support the CRIS Manager with the planning and coordination of the wide range of events that the Community Research Initiative offers. This includes but is not limited to:
 - Student research showcase events
 - Community Research Consultancy Clinics
 - International research and knowledge exchanges
 - Community engagement workshops, trainings, panels
- To contribute to the delivery of the Volunteering team's yearly cross team events as it relates to the operations of the Community Research Initiative. This includes but is not limited to:
 - University Welcome events
 - Students' Union UCL Community Awards
 - University extended learning events

Continued overleaf

People

- To coordinate relationships that sustain our Community Research Hub. This includes but is not limited to:
 - Liaising with the lead community partner responsible for the Community Research Hub
 - Liaise with community members who engage with our Community Research Hub
- To represent the Volunteering Service at meetings and events across the Union and UCL
- To work closely with the Volunteering service Administrative Assistants on cross services initiatives.
- To regularly attend networking opportunities within London's Voluntary & Community sector
- To work with the Union's Officers, in particular to create and support links between their priorities and our community partners

Operations

- To assist with development of the Community Research Initiative's training, onboarding and consultation offer for Community Partners
- To contribute to the continued development of the Community Research Initiative's Standard Operation Procedures
- To develop the optimal online experience for our Community Partners to benefit most from our service
- To contribute to the delivery of UCL's Student Life Strategy
- To contribute to the Volunteering Service's policies and procedures, and to our planning processes
- To be aware of issues of equity and social justice and act to remove barriers to participation
- To keep good quality records using the team's online and shared drive processes

General duties

- The role will require the post holder to work a variety of hours, including regular evening and irregular weekend shifts as directed by the Community Research Initiative Manager
- To actively follow and promote UCL Equal Opportunities and Diversity policies
- Liaise with Union departments to resolve queries and build productive working relationships
- Maintain an awareness and observation of Fire and Health & Safety Regulations
- Actively comply and promote UCL's equal opportunity policy
- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its' grading as requested by the Departmental Societies Manager
- To take responsibility for personal development, seeking out opportunities to attend relevant training, conferences and events which add value to the role and organisation
- To contribute to the Volunteering Service's policies and procedures, and to our planning processes
- To be aware of issues of equity and social justice and act to remove barriers to participation
- To keep good quality records using the team's online and shared drive processes

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
Qualifications				
A-Level or equivalent qualification	X			X
Undergraduate degree or relevant experience		X		X
Experience				
Co-creation and co-production methods, preferably across the university-community divide.	X		X	X
Developing Standard Operating Procedures		X	X	X
Awareness-raising or campaigning		X	X	X
Delivering events both large and small scale		X	X	X
Knowledge				
Challenges facing the university sector		X	X	
Current Voluntary & Community sector landscape		X	X	
Skills				
Communicating effectively with different people (sectors, backgrounds, cultures, working environments). Preferably including the university setting.	X		X	X
Effective relationship building	X		X	
Working in a multidisciplinary, cross-sector team		X	X	X
Delivering training, preferably on co-production or related approaches to research		X	X	
Values, attitudes and personal style				
Evidence of commitment to Continuing Personal and Professional Development	X		X	X
A leader on equality of opportunity who values Diversity and removes barriers to equality	X		X	X
Commitment to working in a democratic and student led environment	X		X	X
Commitment to high standards of customer care	X		X	X
Flexibility and an adaptable approach to work	X		X	X
Dedicated to achieving a sustainable Union	X		X	X

Our Vision

An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

Our Strategic Themes

Our Vision and Mission will be achieved through delivering four strategic themes:

Effective Influence

Amazing Experience

Vibrant & Inclusive Community

Excellent Union

Read our current strategic plan at studentsunionucl.org/about-us.

Our Values

Community Building

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



Salary and Benefits

The salary range is £34,605 - £39,980 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: ucl.ac.uk/human-resources/working-ucl.

If you have any queries or would like to have a discussion about the role please contact:
Molly McCabe, Community Research Initiative Manager, at molly.cabe.21@alumni.ucl.ac.uk.



INVESTORS IN PEOPLE™
We invest in people Silver

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