

Volunteering & Widening Participation Coordinator – Maternity Cover

Job Pack

Job Description

Job Title: Volunteering & Widening Participation Coordinator - Maternity Cover

Responsible To: Volunteering & Events Manager

Responsible For: Student Staff

Salary: Band 4

Hours: 35 Hours per week

Location: Central London

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| Summary of Post | <p>Supporting student-led volunteering and widening participation activities at King's College London.</p> <p>Areas of work will include:</p> <ul style="list-style-type: none">• Work with KCLSU student groups to design and deliver their own volunteering and / or widening participation volunteering projects in the local community.• Lead & deliver on Student Volunteering Week, Volunteer Showcase and other engagement events• Support with the delivery of KCLWP's flagship programmes, K+ & King's scholars, organising sessions which showcase KCLSU.• Supervising student staff and volunteers where required.• Working with other staff across KCLSU and the KCL Volunteering team to deliver an exciting and varied programme of volunteering opportunities for students.• Work in partnership with King's College London Widening Participation (WP) Department to increase access to higher education for underrepresented learners. |
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| Main Tasks | Volunteering Group Development <ul style="list-style-type: none"> • Working with KCLSU student groups to design and deliver their own volunteering projects in the local community. • Lead on engagement and consultation with student groups who wish to fundraise for charity or for their own activities, providing high standards of support services, offering advice, guidance and expertise. • Establish and maintain appropriate and efficient volunteering administration processes, including: processing DBS checks, fundraising finance processes, safe guarding procedures and risk assessments. • Research, establish and maintain a valuable reward and recognition programme for all volunteers and student leaders at KCLSU. • Review student group policies and procedures, ensuring these are fit for purpose, consistent and in-line with wider KCLSU policies and procedures, and accessible for our student groups to navigate and comply. |
| | Widening Participation Group Development (both for WP students and students delivering WP activities) <ul style="list-style-type: none"> • Work with KCLSU student groups to design and deliver their own WP volunteering projects in the local community that align with the strategic priorities of the University. Provide high standards of support services to groups, offering advice, support and expertise. • Review student group policies and procedures, ensuring these are fit for purpose, consistent and in-line with wider KCLSU policies and procedures, and accessible for our student groups to navigate and comply. |
| | Working in partnership with King's College London Widening Participation department, King's Volunteering & Local Partners <ul style="list-style-type: none"> • Identify areas of development for KCLSU WP and establish systems, policies and procedures in order to strive towards models of best practice. • Build relationships and partnerships with local partners to support student-led volunteering. |
| | Projects and Events |

- Plan and deliver key events such as National Student Volunteering Week and Volunteering Fairs in partnership with the KCL Volunteering Team.
- Support with the delivery of KCLWP's flagship programmes such as K+ and King's Scholars, both delivering and working with student societies to deliver engaging and educational sessions to programme participants.
- Work with the Community Engagement Department to integrate student-led volunteering and fundraising across other KCLSU projects such as Liberation History Months, Varsity and Welcome activities.
- Collaborate and engage with other KCLSU events delivered by staff across the Community Engagement Department, including Widening Participation Events, Volunteer/Student Leader celebration events, Elections, Varsity and Macadam Cup, Student Media & Arts festivals/exhibitions.

Student Engagement

- Identify internal and external contacts to champion Volunteering & WP, challenging perception and gaining wider recognition of successes. This should include utilising a range of media and marketing channels to ensure effective communications, building awareness and engagement with WP activities.
- Ensure effective relationships with Volunteer project leaders, ensuring communication channels are maintained efficiently to provide an effective service. This includes ongoing student consultation and providing mechanisms for feedback to inform continuous development of the WP service.
- Ensure participation in Volunteer projects is accessible and inclusive, identifying and removing barriers to engagement particularly for low participation groups.
- Work in partnership with Networks, student leaders/representatives, Student Officers and Trustees to maintain a culture of student centred service development in WP.

Student Leader Development

- Provide training, guidance and on-going support for student leaders delivering volunteering projects, equipping students with the knowledge and skills that enable them to thrive in their role and feel empowered to grow as a community leader. This includes delivering relevant training such as planning, delivery and evaluation.
- Support the personal development of all students involved in delivering volunteering projects, promoting opportunities to participate in skills

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| | <p>development programmes and in recognising skills gained through student leadership.</p> <ul style="list-style-type: none"> • Build strong and nurturing relationships with volunteering group leaders, coordinating effective engagement and regular contact with our service users. • Empower students – particularly those from low participation groups - to become community leaders. • Support the Full-Time Student Officers in delivery of their objectives, priorities and development, where relevant. |
| | <p>Governance and Compliance</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 widening participation projects. • Ensure compliance with GDPR. <p>Safeguarding:</p> <ul style="list-style-type: none"> • Establish and maintain appropriate and efficient administration processes for students running WP projects with young people, vulnerable adults and those with disabilities. This may include: processing DBS checks, safeguarding procedures and risk assessments. • Deliver safeguarding training to relevant student volunteers, ensuring that student groups are provided with up to date information in line with the KCLSU Safeguarding policy. • Identify any changes needed in our safeguarding framework. • Respond quickly and effectively to student group issues and enquiries as and when they arise. Ensuring that DBS checks are carried out and child protection concerns are addressed through the appropriate channels. Also, respond to demands of external agencies, changes to legislation and best practice models. |
| | <p>Stakeholder Management and Partnerships</p> <ul style="list-style-type: none"> • Develop and manage relationships with key relevant external stakeholders, bodies, partners and funders. Act as a member on relevant committees, groups, boards, to influence and improve WP, including external organisations and community partners. • Build and maintain external partnerships for example with charities, schools or local community groups, continually growing opportunities for mutually beneficial collaborations. |

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| | <ul style="list-style-type: none"> • Identify and cultivate key relationships and partnerships across KCL; students' unions; higher education organisations; and local and national charities and community partners; building networks and knowledge of sector leading developments. • Work with the National Union of Students (NUS), furthering the interests of KCLSU. <p>Financial Management</p> <ul style="list-style-type: none"> • Promote opportunities for students to access WP funds, being responsible for the application process, distributing funds, and utilising reporting mechanisms. • Maintain KCLSU assets within the Volunteering & Events Team |
| <p>Living our values</p> | <p>Be a role model for the organisation by actively demonstrating KCLSU's values:</p> <p>We strive by our four values of being Inclusive, Collaborative, Open and Brave. These are what we are as people within an organisation, and how we go about our work. King's College London Students' Union is an equal opportunity employer.</p> <p>Our Mission:</p> <p>Together with our members we are a union of students where individuals love their university experience, are involved in shaping the future, have the power to make change and connect to each other openly.</p> <p>Our Vision:</p> <p style="text-align: center;">A future where every member of KCLSU has the opportunity to thrive.</p> |
| <p>Working Hours</p> | <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>Ideally the person needs to be present for Welcome Fair (end of September) but is not mandatory.</p> |
| <p>Additional Information</p> | <p>The job description is current at April 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> |

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| | KCLSU has the right to vary the duties and responsibilities after consultation with you. |
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Person Specification

The following sets out the range of personal qualities, skills and experience that the preferred candidate will be able to demonstrate. It is recognised that applicants will have a variety of previous employment histories and thus will be stronger in some areas than others. Applicants should however, seek to demonstrate in their application how their competencies best meet the criteria set out below.

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| 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 working in successful partnerships with a range of stakeholders • Experience in providing information or support services to others in a similar role • Experience managing and delivering projects from conception through to delivery and review • Experience of working with young people and/or volunteers <p>Desirable</p> <ul style="list-style-type: none"> • Experience of Widening Participation (WP) in a HE context • Experience of involvement with a students' union or charity organisation (either as an employee, student representative or trustee) |
| Knowledge | <p>Essential</p> <ul style="list-style-type: none"> • Knowledge of WP's role in providing a great student experience • Knowledge of safeguarding, risk assessments, data protection and a basic awareness of relevant Health and Safety practices |

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| | <ul style="list-style-type: none"> • Appreciation of issues and barriers associated with broadening student participation in higher education and/or voluntary sector(s) • Excellent IT skills and ability to learn new systems quickly <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 and Organisation:</p> <ul style="list-style-type: none"> • Ability to deliver training and provide targeted support to groups and individuals • Excellent written and verbal communication skills, able to communicate effectively with both internal and external audiences • Strong reporting skills to promote and champion success, activity, and achievements • Ability to manage working time effectively, and prioritise projects appropriately <p>Team Working and Building Relationships:</p> <ul style="list-style-type: none"> • Ability to work as part of a team • Good interpersonal skills, enabling effective networking with a wide range of individuals and agencies • Ability to motivate, facilitate, coach and support others to enable their development <p>Resilience and 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> <p>Excellent IT skills and ability to learn new systems quickly</p> |

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| Aptitude | <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 |
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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