



**Job Pack**

**Networks**

**Development**

**Coordinator**

# Chief Executive's Introduction

**Dear applicant,**

I am delighted that you are interested in applying for the role of Networks Development 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.

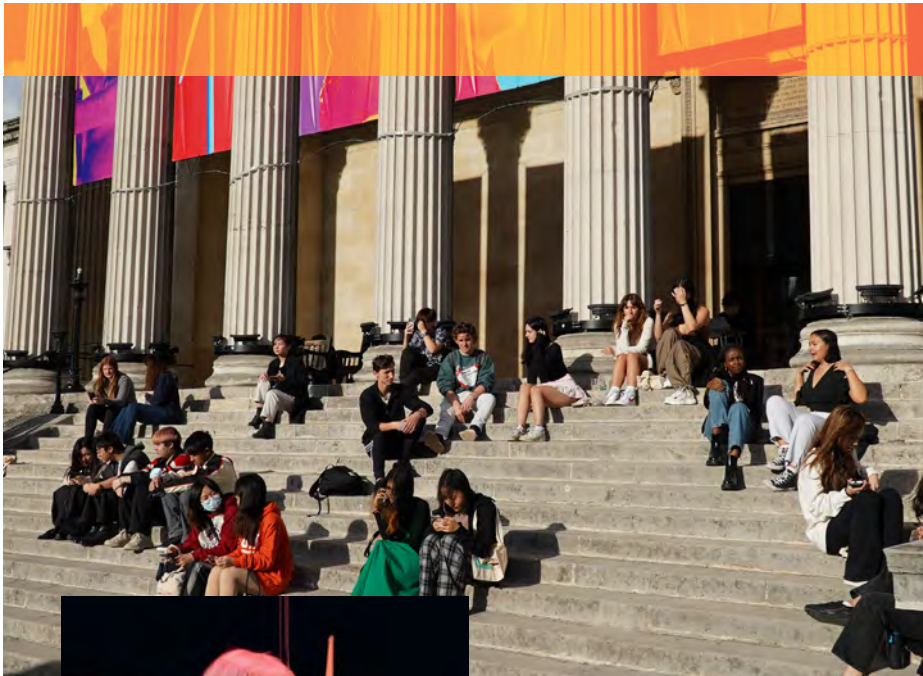
## Our Services

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: **Networks Development Coordinator**

Reports to: **Representation & Democracy Manager**

Grade: **6**

## Purpose of the Job

The Networks Coordinator position will play a pivotal role in supporting the development of our student networks to create inclusive, dynamic, and engaging communities at UCL, a global top 10 university.

You'll empower, train, and support our students to host events, run campaigns, and raise awareness. You will help broker new partnerships with charities and other student groups facilitating our students to build community and get the most out of their time at UCL.

Our networks are run by student leaders, and you'll act as a key link between them and our elected officers to ensure they can make meaningful change locally and nationally.

Currently, we have networks for the following student groups and are keen to develop new communities where we see the need :

- Disabled Students' Network
- People of Colour Network
- Mature, Part-Time & Carers Students' Network
- International Students Network
- LGBTQ+ Network
- Trans Network
- Women's Network
- Research Students' Network

We are on a journey to be one of the best students' unions in the UK and the world and we want you to join us on that mission.

## Duties and Responsibilities

### Student Leader Support

- Act as the main point of contact for our Networks, supporting them to access Union resources and expertise, including our full-time and part-time Officers, and providing administrative support.
- To provide support and guidance for Student Leaders, enabling them to run their networks effectively.

*Continued overleaf*



- With the Representation & Democracy Manager, Equity & Inclusion Officer and other student leaders, develop and deliver the training programme for Student Leaders so they are prepared and supported to make change for UCL students.
- Collaborating with the Policy and Research Team, provide guidance to the Student Leaders to set their objectives for lobbying, influencing and campaigning, supporting them to review these as necessary.
- Collaborating with the Policy & Research Team, provide guidance to the Student Leaders on their lobbying, influencing and campaigns, ensuring they can engage decision-makers successfully for the benefit of students.
- To coordinate the annual marketing and communication plan and content calendar for our Networks.
- Enable the Networks and Officers are supported to refer students to UCL and Union Support Services where appropriate, consulting with the Advice Manager where needed.

### **Development and Administration**

- Organise the regular meetings, providing administrative support and assisting the Representation & Democracy Manager and Equity & Inclusion Officer to run effective meetings. This will include setting agendas and capturing actions and supporting students to follow through with these.
- Produce the fortnightly reports, coordinating contributions from Network members, to provide useful updates on liberation issues, lobbying and campaigning.
- Provide administrative support to Networks, including contributing to reports and guidance documents.
- Assist the Representation & Democracy Manager and Equity & Inclusion Officer with setting priorities for the Networks and setting and updating operational plans.
- Collaborating with the Policy & Research Team, to develop evidence to inform lobbying which supports the aims of the Networks.
- Develop and maintain relationships with key UCL staff, to enable the Network to meet its aims.
- Support networks to develop a programme of professionally run, ambitious, innovative, inclusive events and activities around key dates such as History Months and Awareness Days.
- To work with colleagues to support the successful delivery of Welcome Fairs, Open Days Elections, and other key opportunities to engage students.
- Ensure volunteers and leaders are motivated, recognised and rewarded for their contribution to student life.
- Produce and maintain guidance for UCL staff on the Networks, raising awareness and ensuring staff know how to access the Network members.
- Work with the Representation & Democracy Manager to promote the work of Networks at externally at conferences and sector publications.
- Review own development needs, identifying relevant training and networking opportunities to advance the role and the work of the Networks.

### **General Duties**

- Respond to inquiries from students, UCL and Union colleagues, and others in a friendly, effective, and efficient manner.
- Work within the Union's financial procedures and departmental budgets.
- Co-operate with and support the Union's other activities and undertake such duties within the general framework of the post as may from time to time be required.
- Maintain an awareness and observation of organisational fire and health and safety regulations.
- To actively follow and promote UCL Equal Opportunities and Diversity policies.

- To maintain an awareness and observation of fire and Health and Safety Law and Regulations.
- To commit to reducing the Union's environmental impact and promote environmental and ethical good practice in line with the Union policy.
- To attend appropriate meetings as and when required by the Union.
- To carry out any other duties commensurate with the grade and purpose of the post.

*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
<b>Qualifications</b>				
University degree or equivalent experience	X			X
Evidence of continued professional development	X			X
<b>Experience</b>				
Previous experience of servicing committees and meetings		X		X
Experience of event management and facilitation	X		X	X
Experience of designing and delivering engaging and training.	X		X	X
Experience of supporting others affect meaningful change.	X		X	X
Experience of signposting people to relevant sources of support.	X			X
Experience of recruiting and supervising staff.		X		X
Experience of lobbying and campaigning.	X			X
Previous experience working in higher education, a member-led organisation, charity or similar organisation		X		X
<b>Knowledge</b>				
An understanding of liberation communities including: Black & Minority Ethnic, Disabled, LGBT+ and Women.	X		X	X
Knowledge of the higher education sector and Students' Unions.		X		X
<b>Skills</b>				
Excellent oral and written communication skills.	X		X	X
Ability to work with student leaders to help them develop their skills and achieve their goals.	X		X	

Continued overleaf



## Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
Ability to establish and maintain effective working relationships with a range of stakeholders and partners, including students, elected officers and staff.	X		X	X
Ability to understand and manage others' priorities and identify resources to help them.	X		X	X
Ability to engage with others in an approachable and inclusive manner, fostering trust and partnerships.	X		X	X
Ability to work effectively on own initiative and in a team, managing competing demands.	X		X	X
Proficient IT skills including Microsoft Excel and Word.	X		X	X
Evidence of commitment to continuing personal and professional development	X		X	X
<b>Values, attitudes and personal style</b>				
Passionate about developing student leaders and creating community.	X		X	X
Commitment to continuing personal and professional development.	X		X	X
Empowering and supportive approach to elected student officers and an enthusiasm to work alongside them to achieve positive results.	X		X	
Understanding of and commitment to the principles of equality, diversity and inclusion.	X		X	
Commitment to working in a democratic and student led environment.	X		X	X
Flexibility and an adaptable approach to work with a willingness to work occasional evenings and weekends.	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](https://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](https://ucl.ac.uk/human-resources/working-ucl).

If you have any queries or would like to have a discussion about the role please contact:  
Jeff Saddington-Wiltshire, Representation & Democracy Manager, at [j.saddington-wiltshire@ucl.ac.uk](mailto:j.saddington-wiltshire@ucl.ac.uk).





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