

Job Description

Role	Projects Co-ordinator
Hours	37 per week
Responsible to	Engagement Manager
Responsible for	N/A

Department Overview

The Engagement Team delivers projects that enhance student engagement throughout the Students' Union and University, empowering students to build social and cultural capital that positively impacts their outcomes. They organise student representation at all levels, from Course Reps to the election of Full-Time Officers. Additionally, they support student-led campaigns aimed at improving the student experience both within the University and on a local and national scale. The team also runs extracurricular activity programs that integrate students into the broader University experience, including societies, student media, fundraising, and skills development initiatives.

Role

To provide project coordination for our Course Reps, Super Rep, and BSU Elections, while organising Full-Time Officer campaigns and events through the creation of resources, coordinating promotion, and provision of general administrative assistance as needed. You will also work alongside the Engagement Manager to support all democratic activities within the organisation. You will need a flexible approach as you work closely with the annually elected Full-Time Officer team to fulfil their priorities for the year, which may require adjusting your focus and tasks on an annual basis.

Main Responsibilities

Elections & Democracy

- Co-ordinate the organisation and administration of BSU elections, ensuring transparent and fair processes.
- Promote elections to maximize student participation and candidate engagement.
- Manage petitions and referenda processes, ensuring they meet criteria and promoting broad student participation when required.

Course Representatives

- Co-ordinate the Union's Course Reps scheme, including promotion, recruitment, training, ongoing support, and recognition.
- Facilitate communication between Course Reps, academic staff, and the Students' Union to address student concerns and feedback.
- Facilitate quarterly meetings for all Course Reps, enabling them to provide feedback and influence the strategic direction of the Students' Union

Super Representatives

- Coordinate the activities of School Super Reps, ensuring they participate in School Education and Student Experience Committees and monthly Students' Union meetings.
- Facilitate the involvement of Community Super Reps, ensuring they represent diverse student communities and provide firsthand experiences in meetings.
- Attend School Education and Student Experience Committees to support Super Reps and Course Reps in their duties while representing the students' union.

Other Student Voice Tasks

- Assist in organising and promoting student voice activities, such as Students' Union roadshows or Student Voice Weeks, ensuring diverse student engagement.
- Maintain accurate records of all events and activities including registers of all attendees across all programs to support student engagement insights and celebrating success.
- Collaborate with the Data & Insights Analyst to compile and document all student feedback gathered through course reps, super reps, and other student voice activities into comprehensive reports for use by student representatives and staff in university committees and meetings.
- Support the Engagement Manager with the BSU Essentials project as and when required.
- Provide logistical and administrative support to ensure the success of events led by Full-Time Officers.

Communication

- Answering routine enquiries in person and online.
- Designing and delivering routine training to Course Reps, Super Reps, election candidates and other students.

Decision Making

- Responsible for personal operational decisions on a daily basis.

Budget Management

- This role has responsibility for small project funding for activities, but no budgetary responsibility.

Staff Management

- This role has no staff management responsibility, but may assist the Manager with providing occasional basic supervision of student staff within the department.

General Duties

- Conduct yourself in a manner which adheres to the values of BSU at all times, displaying high standards of professionalism and service.
- Adhere to all BSU policies and procedures.
- Fully participate in your induction, personal and team development opportunities.
- Assist in key events and activities throughout the year eg open days, Freshers' week and Elections as required, some of which might fall outside of usual working hours.
- Undertake any other duties as may reasonably be expected given the qualifications and experience required for the role.

Location

This role will primarily be based at the Moulsecoomb Campus, with regular travel to other campus locations as required in the provision of the duties for the role.

Person Specification



Post	Projects Co-ordinator	Location	Moulsecoomb
Knowledge			
An understanding of a Students' Union and its range of services to students			
Awareness of current issues affecting higher education and student life.			
Skills and Abilities			
Excellent communication skills – both written and verbal			
Excellent organisational skills, with ability to prioritise a high volume of work and wide range of tasks			
Confident user of Microsoft Office applications			
Experience of undertaking administrative tasks such as; note taking, meeting scheduling and booking facilities.			
Ability to engage with a wide range of people from diverse backgrounds			
Ability to work independently and as part of a wider team			
Personal Qualities			
High levels of enthusiasm, self-motivation, and initiative			
Committed to providing an excellent service to our students			
Inclusive (BSU Value)			
Supportive (BSU Value)			
Authentic (BSU Value)			