



University of York Students' Union

Registered in England and Wales.

Charity Number: 1173404 Company Number: 10688097

Registered Office: The Student Centre, James College,
Newton Way, Heslington, York, YO10 5DD

E: enquiries@yusu.org

T: 01904 32 3724

W: yusu.org



JOB DESCRIPTION

Job Title	Student Training & Projects Development Coordinator
Reporting to	Opportunities Manager
Place of Work	YUSU Student Centre
Hours of Work	35 hours per week
Salary	£24,898.64 - £ 27,140.09

Purpose of Role

To provide high-level coordination to YUSU in managing the development and operations of the student training project, YUSU Develops, supporting student leadership, development and self-reflection. The post holder will seek to develop, embed and oversee the systems and processes for supporting employability and skills opportunities for students participating in YUSU activities. The post holder will lead on special projects that arise within the organisation to improve and support YUSU activities. Much of this role will involve relationship building and management with internal and external stakeholders to promote student opportunities.

Operational Management

- To work with the Opportunities Manager, elected officers and the wider organisation to develop long-term strategies that support student leadership, development and self-reflection
- To lead on the development and implementation of YUSU Develops
- To support and collaborate with University stakeholders to deliver YUSU Develops and to support the delivery of the University's employability strategy
- To manage the production and use of online training resources
- To lead on the development of student leader training and leadership programmes across the organisation
- To undertake reviews of the student training offer on a periodic basis and report on key performance indicators
- To lead, organise and deliver special projects that fall outside of the scope of regular YUSU staff duties
- To research and prepare reports on areas of the organisation that would benefit from additional support through a special project
- To develop and embed an evaluation framework to measure the impact of special projects
- To build relationships with key stakeholders to ensure the maintenance of positive working relationships and the progression of strategic/operational plans which are relevant to the employability strategy
- To provide recommendations for the Senior Management Team, identifying new opportunities to enhance student employability and providing project updates
- To promote the benefit and successes of YUSU's activities both internally and externally

Finance & Administration

- To be responsible for efficient administration and financial management in line with the organisation's policies and procedures
- To work with the Opportunities Manager to ensure the efficient management of the YUSU Develops and special projects budgets

People Management

- To coordinate the YUSU Ambassador recruitment, selection, and induction process



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General Notes

- The principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules, policies and procedures and conditions of service contained in the staff information guide.
- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' Fair, Summer Ball. Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- To stay up to date with issues that affect student activities on a local and national scale.
- To uphold YUSU's environmental and sustainability practices, ensuring good practice is met.
- To abide by YUSU constitutions and policies.
- To work within, promote and uphold the student- led and democratic ethos of the Students' Union.
- To seek to continually develop and improve YUSU services.
- **YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**



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Student Training & Projects Development Coordinator Person Specification

REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
Educated to degree level (or equivalent experience)	*	
Qualification in delivering training		*
EXPERIENCE		
Experience of working as part of team	*	
Experience of developing people and groups	*	
Experience of working in a membership led or democratic organisation, including with elected representatives		*
Experience of communicating with a diverse range of people, both individuals and groups	*	
Broad understanding of issues affecting the Higher Education Sector		*
SKILLS		
Strong IT and computer literacy skills, including spreadsheets and word	*	
Excellent interpersonal skills- able to communicate well both written and verbally	*	
Strong time management skills – able to meet deadlines and cope with varying workloads	*	
Ability to work well under pressure, to be flexible and adapt to changes in priorities		*
Project management skills	*	
Able to work under own initiative and be creative		*
Commitment to the delivery of high standards of customer service	*	