

JOB DESCRIPTION	
Job title:	Student Opportunities Coordinator (Community Volunteering Development)
Reports to:	Student Opportunities Manager
Department:	Student Opportunities
Direct Reports:	Student Opportunities Assistant
Revision Date:	July 2021
Job Purpose	
<p>The Student Opportunities team focusses on supporting and developing a wide range of student-led activity: to ensure students have the opportunity to meet each other and have fun; to build community amongst our members; and to support their personal and professional development.</p> <p>Our community volunteering offer exists to connect our students with the local community as well as UK based volunteering opportunities with Third Sector organisations, primarily by engaging students in rewarding volunteering opportunities. We offer: a volunteering brokerage, student-led volunteering societies, and access to volunteering partnership projects, events, as well as advice, resources, funding, and awards and recognition to students who volunteer. We are seeking to rebuild and develop our provision following a hiatus due to the pandemic and also to substantially increase student participation in community volunteering.</p> <p>The Student Opportunities Coordinator (Community Volunteering Development) is responsible for supporting the development and delivery of our community volunteering offer through working directly with student volunteers, groups and external stakeholders, to maximise the impact of current initiatives and seek new opportunities for growth. Our offer aims to provide students with both one off and long-term quality volunteering opportunities to stimulate both personal and professional growth and to provide them with links to the local community to expand their experience while a student at the University of Edinburgh. The post holder will be a high performing individual with a natural flair for building meaningful relationships with a diverse range of individuals at various levels.</p> <p>This role will also work as part of a team on delivering support for a wider range of student groups and will contribute to our overall objective of providing all students access to diverse, inclusive and innovative activities and developments, in order to enhance their student experience. The post holder will work to develop relationships with and support students from volunteering societies and social enterprises, as well as our various language programmes and Lloyds Scholars programme. They will collaborate with colleagues within Student Opportunities and a variety of other teams across the Association, including planning for Welcome Week, Careers fairs, National Volunteering week, Give it A Go, Student Awards etc. The Student Opportunities team is situated within the wider Membership Engagement and People Development Directorate at the Students' Association.</p>	
Main Duties and Responsibilities	
<p>Programme Development and Management</p> <ul style="list-style-type: none"> • Ensure the continuous provision of a range of varied and high-quality volunteering opportunities for students: seeking out opportunities, engaging with charities, and ensuring our online system is up to date with these. 	

- Ensure our volunteering societies are provided with high quality development support and are equipped with the knowledge and resources to achieve their aims
- Support the Students' Associations wider work of internal volunteer development by assisting in developing further training and resources, providing administrative support for volunteering reward schemes and feeding in to any future volunteer development plans.
- Develop a long term plan for our approach to supporting student social enterprise groups, engaging with Edinburgh Innovations to provide a collaborative network of support.
- Be the lead support for our Lloyd's Scholars programme
- Provide logistical, administrative and development support for our various language programmes in collaboration with local council partners.
- Increasing access to volunteering through development of an annual programme of one off volunteering activities for students to "drop in" and try out various volunteering opportunities.
- Lead on the recruitment, training, development and delivery of support to student committees/volunteers engaged in community volunteering activities.
- Facilitate the development of short-term projects/activities and co-ordinate the implementation of these in conjunction with relevant staff and Student Groups/Societies – seeking opportunities to develop our portfolio of activities and events during the year.
- Monitor and evaluate the effectiveness and impact of activities within this remit.
- Manage and monitor the budget allocated to Students' Association volunteering activities

Stakeholder Engagement

- Develop meaningful long lasting relationships with external partners and other third sector organisations to provide quality volunteering opportunities and benefits to our members.
- Work collaboratively with key stakeholders within the University (including Edinburgh Local, Careers Service, Edinburgh Community Engagement Forum).
- Share good practice and generate external recognition for our work: ensuring the Students' Association and the University are recognised as sector-leading
- Represent the Association at relevant University and external events, and co-ordinate student input at these

Team Working

- Contribute to the Edinburgh Award & Student Opportunities Development fund Working Groups and support administration of both work strands.
- Undertake internal collaborative work on key priority projects in line with departmental and organisational objectives, including Elections, Welcome Week, Give it a Go, annual registration and annual reporting of student groups, student leaders training workshops.
- Provide support to the various relevant inboxes within the Student Opportunities team and communicate with Societies/Student Groups to provide ad hoc support where necessary.

- Be a key contact for day to day support for community volunteers engaged through our volunteering system, volunteering societies & social enterprise groups and other relevant Societies/Student Groups as meets the needs of the team.

Marketing and Communications

- Develop and maintain effective communication and relationships with University and community stakeholders championing volunteering in the local community and the impact of student volunteers
- Work with the Students' Association Marketing and Communications team to ensure volunteer activities are promoted, celebrated and supported.

Key Relationships

- VP Activities & Services
- VP Community
- Student Opportunities Manager
- Student Leaders, including student Society Office Bearers
- Student community volunteers
- Wider Membership, Engagement and People & Development Team
- Careers Service (University of Edinburgh)
- Marketing and Communications Team
- External political and community stakeholders

OTHER:

- The Student Association's overall ambition is that *'By 2025, we will be a high performing students' union, valued by our members, delivering outstanding support and services for a vibrant, well-rounded time at university'* Our staff are essential to fulfilling this ambition.
- A commitment to the delivery of the Students' Association's Strategic Plan through the implementation of departmental plan activities.
- A positive and respectful attitude to all Students' Association staff, its management, the organisation as a whole, and its members, clients and partners.
- Ensure that every student, staff member or visitor using any of our services has the best possible experience of that service and of the Students' Association as an organisation.
- Adhere to and support Students' Association's Ethical, Environmental and Health and Safety policies and procedures.
- A commitment to training and development of self and others.
- Any other appropriate duties as reasonably required by your line manager, Departmental manager or Senior Management.

PERSON SPECIFICATION		
Job title:	Student Opportunities Coordinator (Community Volunteering Development)	
Person Summary		
<p>A friendly and competent individual with excellent project management and interpersonal skills with a comprehensive understanding of volunteering and the 3rd sector and an ability to build effective and fruitful working relationships and collaborations.</p> <p>The post holder will have an eye for detail and the ability to lead projects independently and work collaboratively. They should be able to work with a range of students and staff stakeholders to help support the interests of students at the University of Edinburgh.</p>		
Required Experience	Essential	Desirable
A working knowledge of the UK Higher Education system	X	
An understanding of the third sector industry and volunteering practices within the UK	X	
At least two years experience of project management and evaluation methods	X	
Experience of organising and promoting events	X	
Experience of developing and maintaining professional relationships with a diverse range of internal and external stakeholders from a variety of different levels	X	
Experience of developing and delivering training.	X	
Experience of working with and supporting volunteers	X	
Experience of working in a students’ union or university environment.		X
Experience of project management in a 3 rd sector/community setting.		X
Experience of producing publicity and information materials including online resources.		X
Functional Skills and Proficiency	Essential	Desirable
An understanding of the diverse profile of University of Edinburgh students	X	
Ability to work both as part of a team and independently, without direct supervision	X	
Ability to work to plan effectively and prioritise a busy workload	X	
Excellent written and spoken communication skills, including presentation skills	X	
Ability to coach, motivate and encourage others about new ideas and initiatives	X	
Strong administrative and IT skills including Microsoft Office and database management	X	

Training and Qualifications	Essential	Desirable
University/College educated or relevant demonstrable professional experience	X	
Other Requirements Specific to the Role	Essential	Desirable
Available to work occasional evenings and weekends, typically around twice per month	X	
Our Purpose		
To enhance student life at the University of Edinburgh by providing representation, services, activities and support.		
Our Principles		
<p>Our core principles are the most important way in which we define who we are. They guide our strategy, inform our everyday decisions and influence our behaviour, both as an organisation and as individuals representing the Students' Association.</p> <ul style="list-style-type: none"> • Student led – prioritise work and services that matter to students • Power to change – be strong representatives, campaigning for students • Diverse student communities – a sense of belonging for all • Open and helpful – in our communications and interactions • Collaboration – harnessing the benefits of working together • Ethically and environmentally responsible – conscious of our impact • Social enterprise – trading, with multiple benefits for our members 		