



## UNIVERSITY OF YORK STUDENTS' UNION **JOB DESCRIPTION** **Volunteering & Media Development Coordinator**

### (1) **BACKGROUND INFORMATION**

The Students' Union at the University of York (YUSU) is a democratic organisation representing the interests of all the students at the University. It is run by student elected officers working with a permanent staff team to provide numerous services including representation, development opportunities, entertainments and welfare support. YUSU funds many societies and clubs, together with York Sport, Student Action projects, RAG and the Junior Common Rooms (the social and welfare groups in each of the eight colleges). YUSU promotes, encourages and co-ordinates volunteering and fundraising across the University's as a means of helping students develop all their abilities, skills, talents, personalities, interests and potential while at University. We also support a series of active and award winning student media groups.

Working within the YUSU Studio the post supports activities relating to the development of York students through involvement in our volunteering opportunities and media groups.

### (2) **OVERALL PURPOSE OF THE JOB**

To provide high level coordination and development support to YUSU highly regarded student volunteering projects and media groups. The coordinator will be responsible for administrative support, ensuring strong and regular communication to groups of student volunteers and supporting long term planning within the groups. To review current systems and opportunities with a view to improving accessibility, increasing levels of participation and enhancing the quality of experience for York students. To look for new volunteering projects to engage with, and secure funding for current projects.

YUSU envisages that this post will develop over time and that the post holder is expected to be proactive, not just receptive to these changes.

### (3) **LINE MANAGEMENT**

Your immediate Line Manager is the Membership Services Manager (MSM).

**(4) REGULAR LIAISON WITH**

The post involves regular liaison with course representatives, sabbatical officers, volunteering officers, media representatives, local volunteering coordinators, as well as YUSU staff, members of University of York staff and staff from other universities/unions.

**(5) TRAINING**

YUSU recognises that its staff are a valuable resource and aims to provide training and development for staff as far as possible. You will be required to attend any training sessions as are deemed necessary for you to carry out your particular duties.

**(6) TASKS**

- To support volunteers at the organisation level of these activities.
- To identify the training needs of student groups involved at the committee level and to develop and run training to meet their needs.
- To support and encourage student members who want to develop new activities in media or volunteering.
- To build links with local community groups that could support the activities of media and volunteering groups.
- To advise Full-time Officers where appropriate, using your knowledge of media and volunteering groups.
- To promote involvement in media and volunteering activities, and assist groups with recruitment where required.
- To support the promotion of all opportunities for involvement in YUSU student activities.
- To assist media and volunteering groups with the production of budgets, grant applications and fundraising plans.
- To identify other sources of income which can be used to support YUSU volunteering.
- To act as a CRB counter signatory.
- To work with volunteer groups in agreeing the operational development plans and to take responsibility for the completion of these plans.
- To be responsible for ensuring that all volunteers are legally permissible to take part in their chosen activity.
- To continually research issues relating to volunteer groups and to stay up to date with current issues and relay relevant information to the affected groups.
- To assist with the management of any large scale events hosted by YUSU including the annual student fairs and Kids Camp.
- To provide ongoing support to the volunteer organisers with any issues they may have relating to their activity.
- Ensure groups adhere to YUSU processes and procedures in conjunction with other parties.
- To devise and develop systems of recognition for volunteers involved in these activities in conjunction with organisation accreditation.
- To oversee the volunteer application processes and database.
- To contribute to reports and publications as directed by the Membership Services Manager.
- To abide by YUSU constitutions and policies.
- To work within, promote and uphold the student led and democratic ethos of YUSU.
- To carry out other duties as requested by the Membership Services Manager.

This is not a comprehensive definition of tasks. The post holder will be expected to undertake any work that comes within the job remit. The job description will be kept under constant review and will be changed according to the requirements of YUSU. Discussions will be held with the post holder regarding any major changes.

**(7) VALUES & ATTITUDES**

The post holder is expected adhere to:

- All YUSU's operational policies including the equal opportunities guidelines
- A high standard of Customer Care
- Carrying out the duties of their role within YUSUs Health and Safety guidelines

**(8) SALARY**

Starting at £18,117 per annum

**(9) HOURS OF WORK**

Monday to Friday, full time with daily hours normally from 9am to 5pm. However, a significant level of flexibility is necessary to fulfil the needs of the role during term-time. Occasional evening and weekend work will be expected in order to meet the needs of the post. You are entitled to 38 days holiday (30 days plus 8 public holidays) per annum.

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