

Role Description

Position	
Role Title	Community Development Assistant (Graduate / Placement)
Directorate	Organising & Influencing
Department	Community Organising
Grade	1
Hours of Work / FTE	35 Hours (1.0 FTE)
Contract Type	12-Month Fixed Term from 17 August 2026 Open to Leeds Beckett graduates from 2025/26 academic year or students seeking a full-time placement for 2026/27.
Reports To	Community Development Manager
Responsible For	n/a

Principal Duties and Responsibilities

1. To provide high quality administrative and operational support to LBSU student groups, ensuring they can function safely, effectively and inclusively.
2. To contribute to the development of strong, vibrant student-led groups by supporting student group committees and members.
3. To support the wider delivery of the Community Organising programme through direct engagement, events support and administrative coordination.

Key Tasks

- To act as a first point of contact for student group enquiries, providing accurate information and helpful guidance.
- To build intentional relationships with student group leaders that supports their positive engagement with the Students' Union.
- To support the leaders of all student groups to navigate Students' Union processes related to the operation of their group. Including:
 - Student Group Elections and Annual General Meetings
 - New Society Applications
 - Student Leader Training
 - Student Group Certification
 - Student Group webpage and admin tools
 - Freshers Fair Attendance
- To monitor and ensure student group compliance with core activity booking processes.
- To collaborate with other LBSU teams to ensure student groups receive coordinated, high quality support.
- To produce and maintain accurate records, statistics and reports to support monitoring and evaluation.
- To work with the Community Development Manager to:
 - Support conflict resolution and problem-solving within student groups.
 - Contribute to creating an inclusive environment by identifying and addressing participation barriers.
 - Support the promotion of student groups and activities.
 - Ensure that resources for student groups remain accurate and up to date.

Additional points:

- Occasionally, this role will be expected to work outside of core hours to fulfil its purpose, such as supporting the delivery of evening or weekend events or facilitating meetings or student groups.

Common Requirements for all Roles

- Play an active part in delivering key LBSU projects and events as directed.
- Perform other duties, commensurate with the grade and remit of the role.
- Have a commitment to your own and others' development and a willingness to undertake relevant training opportunities.
- Undertake Health and Safety duties and responsibilities appropriate to the post, always having regard to your own and others health and safety.
- Work within the framework of the Union's Policies, Articles and Byelaws, ensuring that your work furthers the Union's core values and objectives.
- Act as a role model and create an environment which ensures all employees, visitors and contractors are treated fairly and with respect and professionalism.
- Embed sustainability into your working activities wherever possible.

Review

This is a description of the role at the time of issue. It is the Students' Union practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the role and requirements of the Students' Union and to incorporate reasonable changes where required, in consultation with the role

holder.

Person Specification	
QUALIFICATIONS	<p><u>Essential Criteria:</u></p> <ul style="list-style-type: none">• Leeds Beckett graduate from the 2025/26 academic year, or current student undertaking the role as a placement.• Willingness to undertake relevant training.
KNOWLEDGE & EXPERIENCE	<p><u>Essential Criteria:</u></p> <ul style="list-style-type: none">• Experience of leading, supporting, or actively participating in a student group, society or similar.• Understanding of student life and the value of student-led activity.• An understanding of and commitment to the principles of equity and inclusion. <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none">• Experience of actively building intentional relationships with others. What is an intentional relationship?• Experience of community organising or a willingness to attend community organising training. What is community organising?
ABILITIES & SKILLS	<p><u>Essential Criteria:</u></p> <ul style="list-style-type: none">• A confident and engaging communicator, both digitally and in person, with a high standard of oral and written communication.• A high standard of organisational and administrative skills with the ability to work on your own initiative, without direct supervision.• Ability to ensure regular daily, weekly and monthly tasks are completed accurately and efficiently.• Competent in the use of digital platforms and software including Microsoft Teams, Microsoft Office and Microsoft Outlook.
VALUES & BEHAVIOURS	<ul style="list-style-type: none">• Enthusiastic, outgoing and approachable with a willingness to work flexibly to engage students at times and places that meet their needs.• A flexible, positive, and solution-focused attitude• Commitment to Leeds Beckett Students' Union's Mission, Vision and Values• Commitment to working as a proactive member of a team• Respect for the principles of client confidentiality• Commitment to the creation of an environment that promotes equality of opportunity whilst recognising and valuing diversity• Commitment to excellent standards of customer care• Commitment to work in a student-led, democratic environment