

Role Description

Position	
Role Title	Community Development Manager
Directorate	Organising & Influencing
Department	Community Organising
Grade	3
Hours of Work / FTE	35 Hours (1.0 FTE)
Contract Type	One year Fixed-Term
Reports To	Head of Community Organising
Responsible For	Community Development Assistant

Principal Duties and Responsibilities

1. To support the operational management of LBSU's student groups function, ensuring support, compliance, and development for all student-led groups.
2. To lead on the development of a high-quality student group experience rooted in student leadership, inclusivity and community-building.
3. To enhance LBSU's Community Organising programme by empowering student groups to become active communities capable of identifying issues, mobilising around them and contributing to positive change.

Key Tasks

- To oversee the creation, support and development of student groups based around shared interests, study, identity, nationality, and faith.
- To build strong intentional relationships with student group leaders to understand their needs and support their development.
- To facilitate the delivery of LBSU's key student group related activity including annual applications, certification, Annual General Meetings and elections.
- To contribute to the provision of training, development and guidance of student leaders.
- To ensure high-quality operational processes for student group administration, including financial management, risk assessments, and activity booking approvals.
- To support the delivery of student group participation in major events such as Freshers Fairs and Student Assemblies.
- To lead on interventions that promote inclusive participation, remove barriers and widen access to student groups.
- To recruit, train and provide line management to the Community Development Assistant and student staff through induction, day-to-day support, allocating responsibilities, work planning and monitoring performance.
- Budgetary responsibilities delegated by the Head of Community Organising relating to student groups, ensuring expenditure is within budget and operates within the agreed financial regulations and procedures.

- To plan, prioritise and organise workload of self and direct reports on a daily and monthly basis, making informed decisions about priorities and escalating appropriately.
- Demonstrate positive leadership through championing LBSU values.

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	<u>Desirable Criteria:</u> <ul style="list-style-type: none"> • Certificate in Community Leadership (or a willingness to undertake).
KNOWLEDGE & EXPERIENCE	<u>Essential Criteria:</u> <ul style="list-style-type: none"> • Experience of supporting or managing student groups, volunteers or community organisations. • Experience of designing, delivering and evaluating training. • Experience of managing projects and coordinating multiple priorities. • Experience of supervising staff or volunteers. <u>Desirable Criteria:</u> <ul style="list-style-type: none"> • Knowledge of Community Organising principles. What is community organising? • Experience of actively building intentional relationships with others. What is an intentional relationship? • Understanding of issues affecting students in Higher Education. • Experience of working in a democratic and / or membership-led environment. • Experience of improving or managing administrative systems and

	<p>processes.</p> <ul style="list-style-type: none"> • Experience of using customer relationship management (CRM) systems.
ABILITIES & SKILLS	<p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> • Excellent communication skills with an ability to present information clearly and concisely in writing or verbally. • Ability to motivate, coach and support staff and volunteers. • Ability to establish strong working relationships both within and outside LBSU. • Ability to work using own initiative but knowing when to consult. • Competent in the use of digital platforms and software including Microsoft Teams, Microsoft Office and Microsoft Outlook. • Proactive in your approach and able to prioritise work to tight deadlines. • Excellent organisational skills and attention to detail.
VALUES & BEHAVIOURS	<ul style="list-style-type: none"> • 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