

Role Description

Position	
Role Title	Community Organising Coordinator
Directorate	Organising & Influencing
Department	Community Organising
Grade	2
Hours of Work / FTE	Full-time (32)
Contract Type	1-year Fixed Term from 01 July 2025 Open to Leeds Beckett Graduates from 2024/25 academic year
Reports To	Head of Community Organising

Principal Duties and Responsibilities

1. Coordinating the provision of developmental and administrative support to student groups.
2. Coordinating the delivery of administrative support to the Community Organising department.
3. Triaging inbox enquiries to the most appropriate colleagues or teams and responding to student group enquiries as necessary.

Key Tasks

- To build intentional relationships with Society committee leaders that supports their positive engagement with the Students' Union.
- To support the leaders of all student groups (Societies, Communities, Action Teams) to navigate Students' Union processes related to the operation of their group, including:
 - Society Elections
 - New Society Applications
 - Student Leader Training
 - Student Group Certification
 - Student Group Webpage & Admin Tools
 - Freshers Fair Attendance
- To monitor and ensure student group compliance with core activity booking processes, liaising with teams that administer each element.
- To actively engage Society committee leaders with the Students' Union democratic decision-making processes and campaign cycle.
- To work with the Head of Community Organising to ensure that resources for student groups remain accurate and up to date.
- To support the Community Organising department with administrative tasks related to delivery of core team activity.
- To triage enquiries received in the Community Organising mailbox to the most appropriate colleagues or teams and responding to student group enquiries in a timely manner.

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 of 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 considering 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.

Person Specification

KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none">• Experience of leading or actively participating in a membership group (for example: Society, Community, Campaign Team).• 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?• Experience or an enthusiasm for achieving meaningful change that positively impacts the lives of others.• An understanding of and commitment to the principles of equity and inclusion.
ABILITIES & SKILLS	<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 organizational 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, Microsoft Outlook and social media.
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 working in a student-led, democratic environment.