

Job Description

Role Title:	Campus Engagement Coordinator
Dept:	Student Experience and Support
Reference:	MPF4014
Grade:	5
Full or Part time:	Full time
Hours:	36.25
Reports to:	Welcome, Transition, Events and Faith Centre Manager

Overview

The Campus Engagement coordinator works within the Student Engagement team within the wider Campus Experience Team which has oversight of the operational delivery for campus-based engagement activity that enhances student belonging, transition and success. The portfolio comprises of:

- Student Engagement
- Student Events
- Faith Centre

This role plays a key part in shaping the student experience at the University of Salford by supporting the delivery of an engaging Welcome and campus events programme. Working within the Campus Engagement team, the role holder will help create vibrant, inclusive activities that support new students to settle into life at Salford and enable returning students to reconnect with the University community.

The role involves planning and delivering a range of events and engagement opportunities that reflect the diversity, interests and social expectations of our student population. Working collaboratively with colleagues across the University, the post holder will help bring together ideas and initiatives to create a dynamic programme that enhances belonging, connection and student life on campus.

Alongside delivery, the role will play an important part in capturing student voice and feedback to evaluate impact and continuously develop the programme to meet the evolving needs of our students.

An overarching priority for the role is to support the continuous improvement of our Campus Engagement offer in the collation, promotion and delivery of events across all our sites at the University.

Role Purpose & Responsibilities

- With the support of the Campus Engagement Officer, work on the curation and delivery of Welcome events and activities in alignment with the students' Union ensuring a coherent package is promoted to our students.
- To build and nurture a network of stakeholders across the university and externally to further the student experience and engagement here at Salford.

- Coordinate activities, people, process, logistics and administrative support to enable the delivery of key activities and events, and where there is a budget associated, you will ensure you obtain value for money within the designated cost envelope
- Work alongside the team to recruit and train a team of Students for each Welcome event.
- Support the delivery of other student engagement activity across the academic year, such as student feedback mechanisms and to support the campus experience.
- Contribute to reports to measure the impact of our work and present these as required within the university.
- Continuously evaluate and appraise our provision to ensure we remain relevant to the expectations of students.
- Perform any other duties appropriate to the grade as may be required by the Associate Director.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with university policy.
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment. This role will require some evening and weekend working at specific times of the year.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.

- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page.

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D).

Qualifications

1. Degree and/or relevant experience in Events and Student Engagement (E)
2. Evidence of a commitment to ongoing professional development (E)

Background and Experience

3. Experience of working collaboratively with a diverse group of colleagues, customers or stakeholders to develop and deliver innovative and creative solutions (E)
4. Experience of working with stakeholders and understanding their needs (E)
5. Experience of organising, promoting and delivering events to a large audience (E)
6. Delivering culturally diverse events (D)
7. Experience of Health and Safety requirements including drafting Risk Assessments (E)
8. Experience of coordinating events staff and volunteers (D)

Knowledge

9. The barriers and challenges students can face, and the importance of building sense of community and sense of belonging through events and engagement opportunities (E)
10. Understanding the principles of student engagement within a higher education setting (E)
11. Practical understanding of setting up and running events (E)

Skills and Competencies

12. Excellent communication skills with the ability to present oral and written information clearly (E)
13. Strong customer focus with a track record in delivering outstanding customer service and student experience (E)
14. Excellent IT skills including the use of Microsoft Office, CRMs and databases to a high standard (E)
15. Proven ability to work constructively as part of a team and on own initiative (E)
16. Excellent interpersonal skills (E)

17. Significant experience of prioritising a substantial workload and working accurately to deadlines in a pressurised environment (E)
18. A pleasant and efficient manner (E)
19. A reliable, conscientious, and professional approach (E)
20. Flexible and accommodating attitude to time keeping (E)