

JOB DESCRIPTION

Job title	Opportunities Coordinator
Salary range	£23,580 - £24,139
Department	Membership Department
Working pattern (hours/weeks etc)	37.5 hours to be worked flexibly to meet the needs of the role with some evening and weekend work, the post holder will work across all NTU campuses as necessary
Responsible to	Opportunities Manager
Supervisory responsibility	Student Group Committee Members, Volunteers & Occasional Student Staff
Job purpose	The purpose of this role is to help students develop inclusive communities that reduce loneliness and promote wellbeing. It does this by encouraging and supporting students to start and grow student groups in areas that matter to our members.

Main duties and responsibilities

1.	Facilitate student-led groups at NTSU, ensuring leaders are empowered to deliver inclusive and high-quality communities for their members
2.	Diversify and enhance student participation in Opportunities by developing and delivering a programme of extra-curricular activities
3.	Provide effective administration ensuring systems are maintained and data is processed in an efficient and appropriate way
4.	Support the Opportunities Manager in the delivery of strategic objectives through assigned projects & duties
5.	Engages in sustainable practices while in the workplace – accepts and follows sustainable office policies and procedures.
6.	Tries new and sustainable practices: whenever possible, employee tries to reduce the negative environmental impact of their work – especially their waste and greenhouse gas emissions.

Job Role:

1.	Facilitate student-led groups at NTSU, ensuring leaders are empowered to deliver inclusive and high-quality communities for their members
1.1	Provide support, information, and advice to student groups, enabling them to develop and diversify participation
1.2	Develop a supportive relationship with student groups, providing regular one to one support through face-to-face meetings and telephone contact

1.3	Create and deliver high quality student group online & face-to-face training to equip volunteers with the knowledge and skills necessary to run their groups/projects effectively
1.4	Ensure all activities are conducted in line with NTSU and NTU Health & Safety policies and where applicable, governing bodies and/or sector best practice
1.5	Provide advice, guidance and support to members who wish to set up new student groups at NTSU, ensuring this process is managed efficiently and in line with union policies
1.6	Work with colleagues on the operational support and development of student group activities through effective design and development of policy, procedures, and processes
1.7	Work with the department in recognising and rewarding the success and achievements of student group activities via the management and administration of student group accreditation schemes, HEAR accreditation and students' union awards delivery

2. Diversify and enhance student participation in Opportunities by developing and delivering a programme of extra-curricular activities.	
2.1	Develop and deliver a programme of one-off and regular social, cultural, and educational activities for students on and off campus (GIAG Programme)
2.2	Support elected student officers to create and deliver projects and campaigns. For example, Black History Month, Black Futures Programme, LGBT+ History Month, Inter-Faith Week.
2.3	Promote the projects and GIAG programme with internal and external partners to maximise and diversify student engagement

3. Provide effective administration ensuring systems are maintained and data is processed in an efficient and appropriate way.	
3.1	Provide the administration necessary in order to deliver a high-quality service to members of NTSU. This includes operating systems for the authorisation of activities, processing of booking forms, risk assessments, transport booking and payment requests
3.2	Ensure that the department holds up to date information relating to student volunteers and this data is stored and used for its intended purpose and in line with data protection legislation
3.3	Administer student group elections in collaboration with NTSU Student Voice department to ensure all democratic processes are followed
3.4	Provide administration support to the Vice President Opportunities in relation to union democratic meetings/assemblies including but not limited to taking minutes, reporting on attendance, and developing agendas
3.5	Ensure that information regarding the department and student groups on the union website is relevant and up to date at all times – providing support to student groups with the development of this information and the use of website functions
3.6	Support the management of risk associated with external guest speakers & freedom of speech – including but not limited to the processing of external speaker requests, and the co-ordination of associated research reports and meetings
3.7	Administer student group funding processes including applications, ensuring accurate records are kept of associated spending and allocations

4. Support the Opportunities Manager in the delivery of strategic objectives through assigned projects & duties	
4.1	Support and contribute to the creation and delivery of departmental operational plans, budgets, and projects.
4.2	Update the Opportunities Manager on departmental KPI's targets relevant to your area of work.
4.3	Monitor and report on student group budgets, ensuring the responsible usage of union assets and resources at all times.

4.4	Contribute towards the successful planning and running of events including fresher's fairs, student group training/conferences, department outreach events and other activities
4.5	Work with the Opportunities Manager to provide elected Officers with support and guidance in the development of their initiatives and personal objectives relating to student opportunities.
4.6	Work in partnership with colleagues to design and undertake targeted projects to engage different demographics of students in line with NTSU strategy. These will include liberation groups, under-represented and hard to reach students.
4.7	Attend and contribute to meetings and training events as required.

Standards

At all times, the post holder will;

- Portray a positive image of NTSU, both professionally and personally.
- Actively support good sustainability practices in line with the organisation's ethical and environmental policies.
- Promote and share our commitment to a culture of equity, diversity, and inclusion, being empowered to report any concerns in line with the relevant NTSU procedures.
- Uphold the values of NTSU, demonstrating high standards of integrity, accountability, respect for others, courtesy, and professionalism.
- Have a flexible approach and be willing to support colleagues in their department and the wider NTSU team.
- Undertake any reasonable task that helps NTSU achieve its objectives, given their role and position in NTSU.

Miscellaneous

- This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities.
- NTSU will periodically examine job descriptions/person specifications to ensure they accurately reflect each role.
- Following consultation with the post holder, this specification is subject to alteration to account for any substantive change in duties and or level of responsibility.

PERSON SPECIFICATION

Job title	Opportunities Coordinator
Department	Membership Department
Responsible to	Opportunities Manager

Criteria	Essential	Desirable
Experience	Experience of working with students /young adults or volunteers	Educated to a degree level or equivalent and/or work experience
	Experience of working with a wide range/diverse groups in an inclusive way	Experience of supporting individuals who come from a variety of backgrounds and may have protected characteristics
	Experience of building positive working relationships	Experience of providing effective administration support
	Experience of delivering multiple projects, events & activities	Experience of developing and delivering quality training
	Experience of motivating and supporting others to deliver successful projects/events	Experience of safety management including risk assessments
		Familiarity with sustainable office practices.
Skills	Possess a strong work ethic and maintain positive attitude	Ability to develop strong working relationships with students and staff
	Able to work and communicate with a diverse range of people	Ability to support and motivate others
	Ability to prioritise and organise your own workload	Proficient user of MS Office Suite and willingness to learn/use other information systems
	Ability to recognise and solve problems using own initiative	
Knowledge	Understanding and commitment to equity, diversity, and inclusion with the ability to incorporate awareness of these issues in all areas of work	An understanding of issues affecting students, students' unions, and the higher education
	An understanding of how to support students & student groups to deliver successful activity	Knowledge of relevant health & safety legislation
		An understanding and appreciation of student opportunities and engagement within the higher education sector
		Understands what can be recycled on campus, and how to recycle it properly.
Values	Committed to embedding inclusive, student-led engagement initiatives	
	Dedicated to creating an environment that is supportive	
	Commitment to environmentally sustainable ways of working	
	Promote and share our commitment to a culture of equity, diversity, and inclusion	