

ITY OF
STERSHIRE



Student Activities & Communities Manager

Job Pack

Thank you for your interest in this role at the University of Gloucestershire Students' Union.

APPLYING FOR THIS ROLE

Applications are made by completing our online application form and uploading your cv. We encourage you to save a local copy of your application for future reference. Please note – your responses will not be saved if you exit the application form before submission. We recommend you write your supporting statement elsewhere and copy this to the form at that stage.

In the supporting statement we advise that you look through the person specification in this document and draw attention to how you meet the requirements of the role.

We are seeking a candidate who can instantly contribute to the success of UoGSU and the key aspects of experience, skills, and values we are looking for are listed in the person specification. We're mindful that it is unlikely that a candidate would possess all the desired criteria and we would encourage applications from people who meet most but not all points on the list. Training and support will be available to aid development to meet the full person specification once appointed.

Returning your application

Candidates are able to arrange an informal conversation with Lou Fensome, Chief Operating Officer in advance of submitting an application. To arrange an informal conversation please contact Lou via email: **lfensome3@glos.ac.uk**

You can apply by clicking this **here**. Please note, we will not accept application which arrive via an alternative route.



IMPORTANT DATES

Closing Date: Sunday 23rd August 2026

Interview Date: w/c 31st August 2026

Start Date: Either immediate or September 2026

Job Details

Job Title: Student Activities & Communities Manager

Location: Across all of the main University of Gloucestershire sites with an office space location of Gloucester

Department: Student Communities

Reports to: Chief Operating Officer

Reports: Sports Development Coordinator, Student Events & Communities Coordinator, Student staff as required

Salary: £31,030

Contract Type: Full time or alternative to full time working can be considered

Hours: Usually between 9am and 5pm, Monday to Friday. Some flexible hours required to meet demands of the Students' Union.

Benefits: 25 days holiday pro rata, contributory pension scheme available.



RESTATING OUR VALUES

UoGSU is a value-driven organisation. The work we do has the power to impact the real, lived experiences of our members — and how we do it is incredibly important. To all our members and stakeholders, we promise to be:

Inclusive:

We advocate for equity. Everyone is welcome at UoG, and we've got your back — regardless of your background or identity.



Democratic:

We empower our members to be decision makers. We're student-led, with student needs at our very centre, shaping the work we do.



Courageous:

We recognise that change is often a good thing. We're willing to make brave decisions and work with our members to do things differently — and we're always honest about our limitations.



Sustainable:

We prioritise decisions that contribute positively to environmental, social and economic sustainability, for the benefit of our members, our stakeholders and the wider community. We acknowledge the interconnectedness between decisions we make and our impact on the world around us.

Strategic plan 2024-27: our three areas of focus

Our strategic activity from 2024 to 2027 is grouped into 3 areas of focus:

- 1. The core role of the SU**
- 2. Developing student communities**
- 3. Being a critical partner**

You can read our full strategy document online [here](#) and please do contact us to discuss any details pertinent to this role.

JOB INFORMATION

Main purpose of the job

Students' Unions are amazing membership organisations bringing together hundreds of students with shared and varied interests. The Student Activities & Communities Manager is a key role within UoGSU to support our members to feel a sense of belonging whilst at University.

Managing and leading a growing team this post will support the delivery of a range of engaging events and enable our various student groups to access a high-quality service. This role holder will work across the SU to drive positive student engagement and deliver a sector leading experience for our members.

Responsible to: Chief Operating Officer

Main duties and responsibilities

Deliver a high quality community events

- Lead on the delivery of our large-scale events including our Welcome events, our Varsity series and Student Awards
- Manage our SU crew volunteering programme which takes place in the early part of each academic year
- Have oversight of all student-led events ensuring we deliver innovative, bespoke and targeted activities for our members
- Ensuring delivery of a portfolio of SU-led events designed to maximise student engagement and experience
- Manage and support staff to lead and support student groups to produce engaging events to create a sense of community

Delivering excellent student groups

- Manage the creation of engagement plans with student led committees to increase engagement and support the development of groups in such a way to ensure their sustainability
- Manage the delivery of sporting and society activity across UoGSU
- Develop and deliver training and support for student volunteers who lead sports clubs, societies and other student groups within UoGSU
- Develop an inclusive and welcoming culture across all UoGSU student groups, supporting staff in the Student Communities Department to challenge negative cultures where they might arise
- Create and set annual departmental KPIs, monitoring these and reporting as required on the work of the Department

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- Have oversight for member discipline and complaints within student groups contributing to an effective and fair process
- Support daily operations for the department where necessary

Management responsibilities

- Provide active leadership and line management responsibilities for staff and volunteers within the Student Communities team
- Act as a budget holder with responsibility for ensuring the Student Communities team are performing in line with annual set budgets and reporting
- Perform relevant line management responsibilities including but not limited to appraisals, identifying and supporting staff development, performance management and regular 1-2-1s
- Develop the Student Communities team as required and undertake appropriate recruitment and selection exercises where necessary
- Proactively work with other staff across UOGSU to deliver SU wide projects such as Welcome, Varsity and Student Awards
- Create and develop working partnerships with relevant University colleagues to ensure the safe delivery of activities and events.
- Manage health and safety within the department and hold responsibility for the delivery of all activities within our UOGSU student groups
- Manage risk mitigation, risk assessments and provide guidance that may be necessary for our UOGSU student groups

Department responsibilities

- To attend and contribute to relevant University committees and groups as required and support student leaders in these spaces by delivering briefings
- To support and develop relevant student staff

General duties of all staff

- To understand and uphold the purpose and values of the organisation and ensure that these guides and inform the work and conduct of the post holder.
- To be knowledgeable of the union constitution, as it applies to this post, including any legal requirements.
- To work in accordance with all SU policies and procedures, including health and safety, staffing protocols, financial procedures and the SU's equal opportunities policy

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- This will in turn provide development opportunities in which to broaden experience
- To undertake any other duties and responsibilities commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.
- To attend from time to time, as required, meetings as necessary to meet the requirements of the post
- To attend all staff development days and training as required. Flexibility in working hours may be required to accommodate this
- To ensure the SU's aspirations to reduce our environmental impact are delivered, contributing positively to the department and the organisation's aims
- To contribute positively (with full day commitment) to at least two university open days and to undertake general team duties during the main annual welcome period
- To be flexible and adaptable in a changing environment, the role holder may be assigned to other areas of the students' union to meet the needs of the service. This will in turn provide development opportunities in which to broaden experience



PERSON SPECIFICATION

This section describes the qualities we'd like to see in the post holder- but where we can offer training for someone that excels in some of the areas, or where you can offer other qualities you think would be useful for the role, you should indicate this on your application form.

Education, qualifications and training

Essential or Desirable

Good general education, typically to the Higher/A level equivalent

D

Experience

Essential or Desirable

Experience of supporting the delivering events or activities to a high standard

E

Experience of leading, delivering and evaluating training events

D

Experience of supporting sports clubs, societies or similar based activity

E

Managing relationships with a variety of key stakeholders and/or external providers of key services

D

Experience of managing a staff team or having a leadership role within a staff team

E

Creating operational plans to fit with wider organisational objectives

D

Knowledge and skills

Essential or Desirable

Good attention to detail and project management skills

E

Produce quality reports for a variety of audiences including senior leaders

D

Ability to work with a diverse range of members and member groups

E

Budget management skills

D

Values and attitudes

Essential or Desirable

Desire to work within a student led environment

E

Understanding and commitment to equal opportunities, liberation and diversity

E

Desire to engage in continued professional development and improvement opportunities

E

Other

Essential or Desirable

A valid UK driving licence

E

University of Gloucestershire Students' Union

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UGSU is a part of the National Union Of Students

UGSU represents students from the

University of Gloucestershire

The University of Gloucestershire Students' Union is a registered Charity

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