

ITY OF  
STERSHIRE



# Student Events and Communities **Co-ordinator**

## 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 Ella Melville-Shaw, Student Activities and Communities Manager in advance of submitting an application. To arrange an informal conversation please contact Ella via email: **emelvilleshaw@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:** Thursday 18th June 2026

**Interview Date:** w/c 29th June 2026

**Start Date:** Either immediate or August 3rd

## Job Details

**Job Title:** Student Events & Communities Coordinator

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

**Department:** Student Communities

**Reports to:** Student Activities & Communities Manager

**Reports:** N/A

**Salary:** £24,600

**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 about this role.

# JOB INFORMATION

## **Main purpose of the job**

This role is a central part of the Student Activities and Communities Department, working collectively with colleagues to deliver UoGSU's work in engaging our student groups, societies and delivering events.

We expect this role to deliver an inclusive and engaging environment for all and support students to actively participate in student-led groups. The post holder will co-create events and activities which maximise student engagement and build sense of community at University.

Responsible to Student Activities and Communities Manager.

## **Main duties and responsibilities**

### **High quality student-led events**

- Coordinate and working with others promote our student-led societies offer and other student groups within UOGSU.
- Develop, enhance and deliver an active calendar of student-led events.
- Work in collaboration with internal and external stakeholders with event planning, design and delivery of student-led events.
- Provide operational support at student-led events and activities.
- Assist in the planning of large-scale events such as Welcome, SU crew volunteering programme, our Varsity series and Student Awards.
- Support the UOGSU events programme. Be a point of contact for students, University staff, UOGSU staff who wish to utilise on-campus spaces for events, and to assist them in the planning and delivery of a successful event.
- Assist in risk mitigation for events, ensure up to date risk assessments are in place and health and safety guidelines are being followed.
- Act as a premise license holder if required (training provided if necessary).
- To have operational responsibility for SU social spaces including ensuring equipment is functional, that space usage is recorded and that the environments evolve with changing student demands.

### **Support for student groups**

- Develop effective partnerships to facilitate involvement and engagement with our student groups and support them to develop their capacity to achieve their potential.
- Ensure our student groups are accessible and inclusive to all members.

# JOB INFORMATION

- Ensure our database of student leaders and members of our societies are up to date.
- Effectively engage students and provide ongoing support and assistance where necessary.
- Organise regular meetings with our elected student leaders and committee members.
- Contribute and support the development of a training programme for student groups.
- Provide financial guidance to student groups and support where needed.
- Coordinate our student staff team to enable them to provide the most effective and efficient service to our members.
- Assist with coordinating and dealing with member discipline and complaints contributing to effective process development.
- Assist in risk mitigation for student groups, ensure up to date risk assessments are in place and health and safety guidelines are being followed.
- Support the priorities of the elected officers.

## **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.
- 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.

# JOB INFORMATION

- 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

Educated to an A level standard or equivalent experience

D

## Experience

### Essential or Desirable

Experience of developing, enhancing and delivering high quality events or activities

E

Experience of supporting students, student-led societies or similar based activity

E

Develop effective partnerships with student groups and provide operational and ongoing support

D

Experience of organising and delivering training/ workshops and coordinating activity

E

## Knowledge and skills

### Essential or Desirable

Good attention to detail and understanding of project management

E

Understanding of how to effectively build and develop communities

D

### Knowledge and skills

### Essential or Desirable

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

E

Understanding of the event planning process

E

Excellent organisational skills and ability to prioritise workload

E

### 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

D

### University of Gloucestershire Students' Union

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The Park, Cheltenham, GLOS, GL50 2RH  
UoGSU is a part of the National Union Of Students  
UoGSU represents students from the  
University of Gloucestershire  
The University of Gloucestershire Students' Union is a registered Charity  
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