

## **Job Description**

### **Campus Community Coordinator (Cambridge)**

#### **Vision**

A student-powered Union where every voice matters, every campus connects, and good vibes are part of the culture.

#### **Mission**

Five Campuses, One Union

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#### **Our Values – we are:**

##### **Inclusive**

We will champion the diversity of our students and their communities.

##### **Challenging**

We push ourselves, the University and students to think and do things differently.

##### **Sustainable**

We will champion wellbeing, equality and justice; make ethical decisions and help to grow a cleaner, fairer planet.

##### **Collaborative**

We are better when we work together.

##### **Creative**

We think outside the box, learn from mistakes and use our imagination.

#### **About the Union**

The Union represents approximately 35,000 students at Anglia Ruskin University (ARU) across campuses in Cambridge, Chelmsford, London, Peterborough and Writtle. In addition, we provide a range of services; academic and welfare advice, support to students running societies and club and academic representation. Whilst we play an important student representative role that sometimes sees us challenge the University, we work closely with them and support areas of delivery within their strategy.

We are committed to equal opportunities at the Union and welcome applications from all backgrounds.

**Reporting to:** Cambridge Campus Manager

**Responsible for:** Student Staff

**Salary:** £26,209.37 (Grade 2)

**Hours of Work:** 35 hours per week

**Location:** This role is based on our Cambridge campus. Please note that the post-holder will be required to work at other University sites as necessary.

**Section:** Student Leadership and Communities Directorate

**Functional Relationships:** Union Staff, Executive Officers, Representatives, University Staff, Student Membership and Visitors

**Purpose of the job:**

Develop and enhance community-building initiatives aligned to ARU's Access and Participation Plan (APP), ensuring students have meaningful opportunities to engage, connect, and feel a sense of belonging. Co-ordinate the Union Space to meet the needs of students. Work closely alongside elected students and societies to plan and deliver impactful events for students.

**What you will be doing**

- Support and empower students to initiate, plan and deliver impactful community projects, events and initiatives, ensuring alignment with our strategic objectives and APP goals.
- Ensure all events and activities are inclusive and accessible to all, promoting an inclusive and supportive environment that encourages creativity and innovation.
- Promote initiatives fostering community cohesion, student wellbeing and campus vibrancy.
- Develop strong relationships with local community groups, university departments, clubs and societies and student networks.
- Collaborate with other Union staff members to share successful community-building practices.
- Oversee the operation of the Union student space, including the supervision and support of student staff, while fostering a welcoming environment and promoting community building among students.

## Person Specification

Criteria	Essential	Desirable	How Identified
<b>Education/Qualifications</b>			
Minimum G.C.S.E. or Level 2 equivalent English and Maths	✓		E/A
Degree		✓	E
First Aid certificate		✓	E
<b>Knowledge &amp; Experience</b>			
Experience of working with diverse groups of people	✓		A
Experience of working with students, young adults, or volunteers.		✓	A/I
Knowledge and understanding of the current issues affecting students, students' unions, and the Higher Education sector.	✓		A/I
Knowledge and experience of safety management, including risk assessments		✓	A/I
Experience of working in a customer-service related environment and the ability to recognise and deliver excellent service standards	✓		A/I
<b>Skills &amp; Abilities</b>			
Computer literacy and keyboard skills (Microsoft Office)	✓		A
Ability to coordinate and deliver events		✓	A/I
Excellent communication skills both written and oral	✓		A/I
Time management and organisational skills	✓		A/I
Ability to conduct research and analyse data		✓	A/I
Ability to present in front of large groups	✓		A/I
<b>Personal Qualities</b>			
Patience, enthusiasm, ability to motivate others	✓		I
Commitment to working in a democratic environment	✓		A/I
Flexible and adaptable approach to work and working hours	✓		A
Customer focused with the ability to work with a range of people	✓		I
Ability to display discretion, empathy, integrity and confidentiality	✓		A/I
Ability to work under own initiative	✓		A/I
<b>Other</b>			
Understanding of and commitment to the principles of equal opportunities	✓		A/I
A desire for self-development and willingness to engage in training opportunities	✓		I
Ability to travel independently to other locations when required	✓		A