

Job Description

Campus Coordinator

Reporting to:	Campus Manager
Responsible for:	Student Staff
Salary:	Band 2 £18,353.90 (full time equivalent £25,695.46)
Hours of Work:	25 hours per week
Location:	This role is based on Chelmsford campus. Travel to other campuses will be required at times.
Department:	Student Leadership and Communities Directorate

Purpose of the Role:

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 SU space on your campus to meet the needs of students.

What you will be doing

- Support student-led community projects and events, ensuring alignment with strategic objectives and to ARU's Access and Participation Plan goals.
- Empower students to initiate and deliver impactful community activities.
- Ensure community engagement activities are inclusive and accessible to all student groups, aligning with to ARU's Access and Participation Plan objectives.
- Work directly with students to plan and deliver relevant events and initiatives within the area of responsibility.
- Coordinate and deliver a programme of community-focused events and activities.
- Promote initiatives fostering community cohesion, student wellbeing, and campus vibrancy in line with to ARU's Access and Participation Plan priorities.
- Develop strong relationships with local community groups, university departments, and student networks.
- Collaborate with other Coordinators to share successful community-building practices.
- Oversee the operations of the student space, including supervision and support of student staff, while fostering a welcoming environment and promoting community building among students.
- Take proactive ownership of the assigned campus, ensuring effective engagement and support for campus-wide activities.
- Actively participate in delivering key campus events including Elections and Welcome Week.
- Promote an inclusive, supportive environment, encouraging student creativity and innovation.

Criteria	Essential	Desirable	How Identified
Education/Qualifications			
Minimum G.C.S.E. or Level 2 equivalent English and Maths	✓		E
Degree		✓	E
First Aid certificate		✓	E
Knowledge & Experience			
Experience of working in a customer-service related environment and the ability to recognise and deliver excellent service standards	✓		A
Knowledge and understanding of current issues affecting students, students' unions and the Higher Education sector.	✓		A
Building relationships with a diverse range of personnel	✓		A/I
Knowledge and experience of safety management, including risk assessments		✓	A/I
Experience if working in a democratically led organisation		✓	A/I
Skills & Abilities			
Computer literacy and keyboard skills (Microsoft Office)	✓		A
Effective problem-solving skills	✓		A/I
Excellent communication skills both written and oral	✓		A/I
Time management and prioritising skills	✓		A/I
Ability to coordinate events		✓	A/I
Ability to conduct research and analyse data		✓	A/I
Personal Qualities			
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
Other			
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
E: Evidence, A: Application, I: Interview			