

Development and Communities Manager

Job Pack

2020

Goldsmiths Students' Union
Dixon Road, New Cross
London SE14 6NW
www.goldsmithssu.org
Charity Number 1151581

Hello,

Thank you for taking an interest in working at Goldsmiths Students' Union. Our organisation is a charity committed to making the lives of our members better. We're creative, innovative and fun. We don't accept the status quo and we're ambitious in wanting to facilitate nearly 11,000 students at Goldsmiths to change the world.

Goldsmiths students are inspiring, and we want an organisation that helps them whatever they want to do. We campaign, run services, deliver activities and help students through the good times and the tough times.

This is a new role at an exciting time for you to join the management team, leading our work on helping students create and develop communities. You will be key in ensuring that we have the right people and plans in place to for students to build communities, make friends and shape their learning experience.

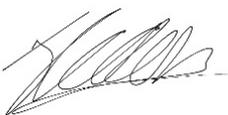
You will be key in ensuring that we have a culture and approach which is enabling in everything we do. You will work with our elected officers to shape our operational planning, managing and leading staff so we're ambitious, flexible and deliver what we promise.

To be successful in the role we'll need you to think logistically and as well as having developmental approach. You will coach others to solve day to day problems and work with people across a range of roles to ensure we are better able to deliver our Plan.

We are a developing organisation that has grown and developed massively in a short space of time. We will support you with your professional development, which could be something like time off for volunteering or pursuing a qualification related to leadership and management. We're committed to equality of opportunity for all and are proactive in our approach to remove barriers.

We're proud of the sort of the place we are, and we hope you join us as we make student life better at Goldsmiths.

Yours,



Joe Leam
President



Ed Nedjari
Interim Chief Executive

Why choose Goldsmiths Students' Union?

Alongside working in a supportive, empowering and liberation focused environment, Goldsmiths Students' Union is able to offer you a wide range of exciting benefits such as:

- Free tea, coffee and milk in our staff kitchen alongside a microwave, toaster and dishwasher.
- 10% off soft drinks in our SU bar as well as 10% off food and hot drinks in our SU café.
- Pension auto-enrolment.
- Techscheme and Cyclescheme.

Application process

To apply for the role of Development and Communities Manager, you will need to download and fill out an application form then send it to recruitment@goldsmithssu.org.

The mandatory application form can be found on the [job advert webpage](#).

Please note that we do not accept CVs or cover letters.

Planning your application

Ensure you read the information in this pack carefully before completing your application.

Interviews

It is worth noting that:

- Panel members keep a record of their assessment of each candidate so the reasons for their decisions are clear, consistent and justifiable. You should therefore expect the Panel to be taking notes.
- You will have the opportunity to ask questions about Goldsmiths Students' Union, the role and potential working conditions.

Further Questions

If you want to chat about the role informally or have additional questions, please email ed.nedjari@goldsmithssu.org.

RECRUITMENT PROCESS

Date:	Event:	Comments:
05 / 03 / 2020	Applications open	
26 / 03 / 2020	Applications close	Applications for this role will close at 5pm
30 / 03 / 2020	Shortlisted applicants notified	You will be notified by this date if selected for interview
03 / 04 / 2020	Interviews	This date is provisional, and subject to change
07 / 04 / 2020	Successful candidates notified by this date	

Job Description

Title:	Development and Communities Manager
Reporting to:	Director of Operations and Commercial Development / Chief Executive
Responsibility for staff:	Development and Communities Team
Salary:	£34,969 per annum
Hours:	35hrs/week (annualised over the SU year to reflect busy periods)
Contract:	Permanent
Annual Leave:	28 days plus bank holidays and closure days
Location:	New Cross, London

Job Purpose: To lead and manage Goldsmiths SU's Student Development & Communities Team with a view to ensuring a framework for students to build communities, make friends and take action.

Key Areas of Responsibility

- Manage the delivery of activities, liberation and community building
- To be responsible for the team's delivery of strategic aims and officer support, for the team's operational planning, and contribution to the organisation's strategic plan
- To manage 4 frontline staff, relevant student staff as well as leading and developing student leaders and representatives

Main Duties

Manage the delivery of Activities, Community Building & Liberation

- Manage the delivery of societies, sports and community engagement
- Responsible for day to day management of data, data systems and processes within the team
- Responsible for supporting officers on projects and activity delivered by the Team
- Responsible for managing progress on specific projects/campaigns by arranging meetings, and maintaining records and plans
- Responsible for the development and implementation of our liberation activity
- Responsible for the implementation of structures which allow student leaders to recognise the skills they attain through their involvement with the Union
- Manage relevant staff or lead on the Union's delivery of key projects and events namely, Welcome Week , Varsity, Awards, Liberation months
- Act as member or chair on relevant boards, committees and groups
- Manage relationships with stakeholders including student leaders and College partners

To be responsible for the team's delivery of strategic aims and officer support, for the team's operational planning, and contribution to the organisation's strategic plan

- Responsible for the allocation of the department's staffing and resources to improve quality, performance and impact
- Responsible for developing department operational plans to drive delivery
- Responsible for setting targets to ensure efficient, effective and impactful use of resources
- Responsible for identifying and developing new projects and ideas to drive improved quality, performance or impact
- Responsible for performance management and reporting against targets and plan
- Responsible for budget development and management relating to the functions in the department

To manage 4 frontline staff, student staff and up to 200 volunteers

- Arrange, chair and keep a record of management and all staff meetings within the team including recruitment, performance reviews, appraisals, 121s and investigations
- Manage the team's learning and development
- Responsible for work undertaken by this department's staff with student officers, and part-time student staff

In addition, all staff have the following general duties laid out in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own typing, filing, photocopying etc.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Welcome Week and welcome festivals and any other key event, including elections, if necessary

- Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff

Person Specification

Experience	Interview	Application
Working with HE students / within an SU	X	X
Training and presenting skills	X	
Experience of SU Activities	X	X
Process and procedure review and writing	X	X
Ability to prioritize and work individually		X
Knowledge		
Working with HE students / within an SU	X	X
Training and presenting skills	X	
Experience of SU Activities	X	X
Process and procedure review and writing	X	X
Ability to prioritize and work individually		X
Skills		
Leadership & motivation	X	X
Staff and performance management	X	X
Organisational Strategy & planning	X	X
Values & Attitudes		
Commitment to Equal Opportunities & liberation	X	X
Commitment to working in a democracy	X	
Flexible approach to work and working hours	X	
Committed to empowering others	X	X