

Job Description

Job Title	Student Development Coordinator
Department	Student Services
Reports To	Student Development Manager
Contract	Fixed Term (Until July 2025) Term Time Only
Grade	Grade S01, Scale point 29 - 31
Salary	£28,209.33 - £29,940.27 (Pro rata £33,898.00- £35,978.00)
Location	NewVic Sixth Form Centre

Our Vision

College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
 - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
 - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
 - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
 - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
 - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promoting the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person's list check.

Job Purpose

The Student Development Coordinator supports the delivery of programs and activities that enhance students' personal, academic, and professional development. Working closely with the Student Development Manager and other stakeholders, the coordinator ensures the smooth execution of enrichment initiatives, promotes student engagement, and fosters a positive environment that encourages lifelong learning and skill-building. This role involves organising events, providing guidance to students, and maintaining strong communication with staff to ensure the success of development opportunities.

Key Duties and Responsibilities

Supervision and Management

1. Work with the Head of Student Participation & Engagement to oversee the delivery of the Student Development programme that includes:

- Clubs, societies & short courses
- Student leadership and student voice
- Student cross college events
- Volunteering
- Cultural and creative arts programmes
- Celebrating success

2. To plan coordinate and deliver the Student leadership & voice programme and the clubs & societies programme

3. To supervise and support the Student Development Officers in delivering high quality student events, cross college curriculum enterprise and volunteering and programmes to celebrate student success.

4. To supervise Student Development staff ((full time, part time, volunteers &

casual)) during the day to day running of Student Development activities and programmes (ensuring they are run to a high standard).

5. Work with the student development manager to ensure that college and team targets for students and staff participating in student development activities are met

6. Work with the Student Development Team and Leadership Students on producing high quality marketing materials for the Student Development programmes, including social media platforms.

Leadership and Student Voice

7. To lead on the organisation of Student Union activities

8. To lead on the organisation of Student Ambassador activities

9. To lead on the organisation of Student Council activities

Clubs and Societies

10. To manage a comprehensive programme of staff, partner and student run clubs and societies and to deliver on/facilitate at least one club or society

11. To train and support sessional staff, tutors, partners and students who are running clubs and societies

12. To work with the Student Development Team to coordinate events and ensure high student attendance

13. To work with the inclusive learning and foundation learning team to deliver niche and high quality activity and student voice opportunity.

14. To recruit and support the LGBT Pride Group Leaders and to help manage the LGBT Pride Group

Partnership Development

15. To lead on managing partnership work with a broad range of partners and providers and develop new relationships in order to provide a range of exciting developmental opportunities for all students.

General

1. Implement and adhere to College policies, mission, values, and strategic objectives.

2. To work flexibly according to the demands of the service and to perform such other duties, within the competence of the post-holder, which may be reasonably required, from time to time, including work outside of normal hours.
3. Take responsibility for own professional development ensuring full compliance of all internal and external training requirements
4. Ensure the safeguarding of students and British Values, Citizenship and Environmental Sustainability & Development is understood and embedded within the role.
5. Understand and comply with Safeguarding legislation, ensuring that this commitment is demonstrated in all aspects of the role as appropriate
6. Further promote, develop, and embed equality of opportunity, prevent discrimination, and maximise the diversity of both staff and students.
7. Ensure the Health and Safety policy and procedures are always followed, and that good practice is embedded throughout all aspects of the role. Ensuring the required risk assessments and training is up to date.
8. Participate in the college's staff learning and development and annual appraisal requirements
9. Contribute to the effective management of the college via meetings
10. Collaborate with other areas of the College as required to ensure effective delivery of cross-College programmes and partners.
11. Work with other support services to meet the needs of the college on specific projects/tasks outside of your main area of work.
12. Ensure all data is handled in line with the General Data Protection Regulations.
13. Undertake such duties and hours of work that may be required of you commensurate with your grade, this may be at college locations or sites where the college provides a service.
14. Support College initiatives and aspirations to achieve Net Zero carbon.

Duties particular to the post

Additional requirements prior to appointment

15. Individuals are asked to complete a medical questionnaire in order that the College's Medical Health Contractor can ascertain their medical fitness for the post.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

Person Specification

Person Specification: Student Development Coordinator

Qualifications	Essential	Desirable
GCSE Grade C or 4 or equivalent in English and Maths		✓
Degree-level qualification and/or professional qualifications/experience relevant to the post e.g. youth work, social work, teaching or substantial relevant experience	✓	

Experience	Essential	Desirable
Experience of supervising staff or leading a team	✓	
Proven experience of planning and facilitating creative and interactive activities, projects, lessons or training sessions with groups of young people (aged 16-19)	✓	
Knowledge, understanding and experience of volunteer coordination or management	✓	
Experience in the creative arts	✓	

Knowledge and Skills	Essential	Desirable
Able to work under pressure and prioritise workload to meet deadlines	✓	
Excellent IT skills including social media skills	✓	

Excellent written and oral communication skills	✓	
Able to use initiative, be flexible and problem solve	✓	
Ability to establish excellent working relationships with colleagues and partners	✓	
Commitment to the provision of quality service and the implementation of quality improvements	✓	

Other qualities	Essential	Desirable
A satisfactory DBS disclosure at Enhanced level.	✓	
Demonstrable commitment to the College's vision and values.	✓	