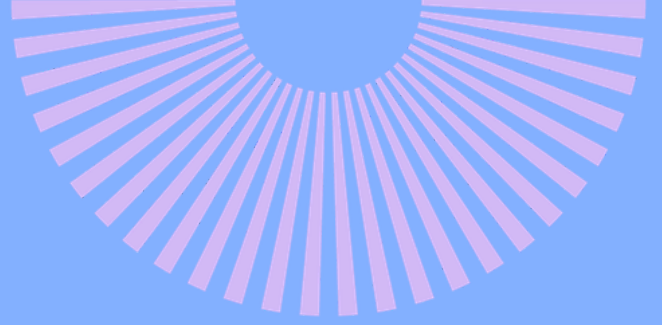


UNION
UNION



Student Communities Coordinator





Contents

Intro from President & CEO	03
Strategy	04
Who We Are	05
Officer Team	06
Job Description	07
Person Specification	09
How to Apply	11
Staff Benefits	12

Welcome

Thank you for your interest in joining the team at Union.

As we move forward from our former identity as ARU Students' Union, this new chapter represents a pivotal moment for our organisation. Rebranding as Union reflects our ambition to be a modern, values-driven organisation that is clear in purpose, confident in voice, and united in its commitment to students and staff.

At Union Cambridge, we support over 100 student groups led by over 320 volunteer student committee members. We're now looking for a **Student Communities Coordinator** who will play a key role in supporting the development and success of our student groups, committee members, and the 1500 students that engage with our groups during the academic year.

You will work alongside our other Student Communities Coordinator as the first point of call for club and society enquiries on our Cambridge Campus, building positive relationships and delivering excellent customer service. We believe every interaction is an opportunity to improve the student experience and both build and nurture our student communities on campus.

We are thrilled that you are considering joining us at such an exciting time. If you are passionate about supporting people, improving the student experience, and making a real difference across campus, we look forward to exploring how you could be part of Union's next chapter.

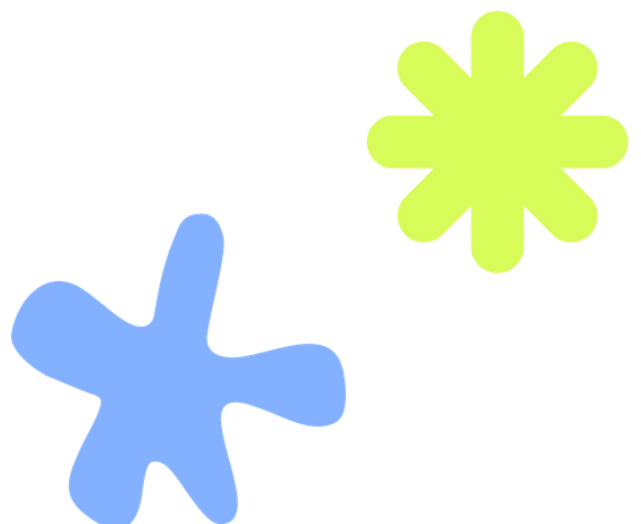
If you have any questions or would like to know more about the role, please don't hesitate to get in touch.



Rohan Rajesh
Union President



John Valerkou
Chief Executive Officer



Strategy

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

Model: Five Campuses, One Union

Pillars and Foundation:

- A) We will put students in charge
- B) We will extend students' rights and opportunities
- C) We will build and nurture communities
- D) Multisite organisation and functionality



Who We Are



This organisation is a registered charity and limited company supporting Anglia Ruskin University students across five distinct campuses, each offering unique opportunities and challenges for its 30,000 members. Led by annually elected sabbatical officers and a senior management team, it empowers a staff team of around sixty-five and fifty student staff to deliver representation, opportunities, and advice.

Directorates

We have three distinct directorates:

Student Leadership and Communities

Marketing, Enterprise and Insight

Central Services

Student Leadership and Communities

The Student Leadership and Communities Directorate leads on Union's core student-facing work, including Advice, Representation, Societies, internal Volunteering, Student-Led Projects, and Campus-Based Engagement.

Marketing, Enterprise and Insight

We deliver bold, insight-driven marketing, vibrant enterprise spaces, and data-led decision-making that together strengthen student connection, opportunity, and experience. By combining creative storytelling, welcoming commercial environments, and robust student insight, we ensure every service and campaign is purposeful, impactful, and truly shaped by our community.

Central Services

Our Central Services directorate underpins the Union with strong, people-centred HR support and robust financial and risk management, ensuring our organisation is stable, compliant, and ready to grow. By investing in our staff and safeguarding our resources, these functions create the foundations that allow every part of the Union to operate confidently, sustainably, and in the best interests of students.

THE OFFICER TEAM



Rohan Rajesh
Union President



Jeena Thomas
Education Officer



Ramees Nazar
Activities and
Opportunities Officer



Gawdham Melath
International and PGR
Officer



Roshan Lal
Welfare and Liberation
Officer



Nayem Hassan
London Campus Officer



Ashmin Shaju
Peterborough Campus Officer



Amelia Brewer
Writtle Campus Officer

Student Communities Coordinator

Job Description



Job Title: **Student Communities Coordinator**

Department: **Cambridge Campus Team**

Reports to: **Campus Manager (Cambridge)**

Functional Relationships: **Other Coordinators within the Campus Team, Campus Manager, Director for Student Communities and Leadership, Union Staff, Union Officers, University Staff, Student Members and Visitors**

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

Place of Work: **Cambridge Campus**

Salary: **£26,209.37 (salary grade 2)**

Purpose of Role

The Student Communities Coordinator plays a central role in supporting over 100 societies on our Cambridge Campus, specifically our Culture & Identity, Special Interest and Sports societies. Working within the Campus team, the role requires someone who has a passion for student experience, activities and events - all happening in a fast paced university environment. The successful applicant will have an amazing opportunity to develop our groups to their full potential as we move into the next academic year.

Key Responsibilities:

Student Groups and Opportunities

- Coordinate and develop clubs and societies on the Cambridge Campus with the aim of improving student experience and increasing student participation levels.
- Act as a main point of contact for student group queries, ensuring excellent customer service standards.
- Administer, coordinate and process a high volume of society events, including higher-risk and large scale events by providing regular, detailed and specialist advice/guidance.
- Support student leaders to plan engaging, inclusive activities that align with Union values.
- Update, develop and ensure compliance with all guidelines, processes and procedures relevant to organising student
- Coordinate, deliver and actively contribute to Union activities and events with the aim to increase society and student engagement, e.g. Welcome Week, Welcome Back and Global Week.
- Undertake regular development meetings with student groups where required.

Training, Administration and Development

- Create, develop and administer additional training opportunities for volunteers throughout the year to actively contribute to the professional growth of our volunteer student leaders e.g. First Aid training, Wellbeing training, Skills Conferences, etc.
- Maintain accurate student group records, systems and databases, ensuring relevant information is up to date in line with Union risk management frameworks and GDPR.
- Assist student groups to complete risk assessments and related documentation for all relevant activities and events.
- Identify and remove barriers to participation, delivering and implementing initiatives which support a wide range of students to access and engage with clubs and societies.

Student Communities Coordinator Job Description

Other

- Contribute to departmental and Union projects, attend meetings and supporting delivery as required.
- Build and maintain essential relationships with the University and other stakeholders to support student activities throughout and beyond the University.
- Work within Union, the university and student groups to help manage expectation and resolve student group conflicts, ensuring positive collaboration between committees.

Union expects all staff to participate in any training program considered relevant to your job and encourages all staff to participate in, and take ownership of their induction, personal development review, 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 Union departments. Union is fully committed to its policies and procedures on Equality and Diversity.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Welcome Fair, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally of the organisation by displaying high standards of service, integrity, punctuality, politeness and professionalism.

Please note, that all employees are subject to pre-employment checks including a Disclosure and Barring Service check if required for the role.



Student Communities Coordinator Person Specification

Criteria	Essential	Desirable	Identified
Education & Qualifications			
Minimum GCSE or Level 2 equivalent in English and Maths	✓		E/A
Educated to degree level standard or demonstrable relevant work-based experience		✓	E/A
First Aid training or certificate		✓	E/A
Knowledge & Experience			
Experience supporting students, young adults or volunteers in a membership-led organisation or students' union	✓		A/I
An understanding of the current issues affecting students, Students' Unions and the higher education sector		✓	A/I
An understanding of best practice in Health and Safety procedures and safety management including risk assessments.		✓	A/I
Experience of organising and delivering training, workshops or other coordinated activity	✓		A/I
Experience developing effective partnerships with a range of stakeholders	✓		A/I

Student Communities Coordinator Person Specification

Skills and Abilities			
Proficiency with Microsoft Office (Word, Excel, Outlook) or equivalent tools, with confident use of emails, internet research and database systems	✓		A
Strong organisational skills and the ability to manage multiple priorities simultaneously	✓		A/I
Good attention to detail and understanding of project management	✓		A/I
Clear and effective verbal and written communication skills	✓		A/I
Experience in mediation and conflict resolution, with a calm, solutions-focused approach		✓	A/I
Personal Qualities			
Willingness to actively engage with a diverse audience of students	✓		A/I
A genuine passion for improving the student experience	✓		A/I
Flexible and adaptable approach to work and working hours	✓		A
Ability to work under own initiative and as part of a wider team	✓		A/I

Student Communities Coordinator Person Specification

Other			
Understand of and commitment to the principles of equal opportunities	✓		A/I
A desire for self-development and willingness to engage in training opportunities	✓		A/I
Commitment to working in a democratic environment	✓		A/I
Ability to travel independently to other locations when required.	✓		A

How To Apply

Simply head over to **arunion.co.uk/jobs**, navigate to the role you'd like to apply for and complete the online application form. Unfortunately, we don't accept CV's, or applications that are sent by email, so ensure you complete the application form via the application portal. Any questions please send them to: **recruitment@arunion.co.uk**

The closing date for applications is **Sunday 21 June** at **23:00**. Panel interviews will be held during week commencing 29 June.

Please note, that all employees are subject to pre-employment checks including a Disclosure and Barring Service check if required for the role.

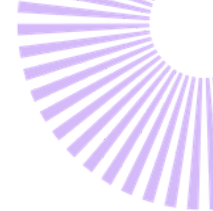
At Union ARU, we're committed to building a workforce that truly reflects the diversity of the community we serve. We welcome applications from people of all backgrounds, regardless of gender, age, nationality, ethnicity, sexuality, religion, or disability.

Every candidate is treated fairly, and all appointments are made based on merit. If you have any questions about any of our roles, please feel free to contact us at **recruitment@arunion.co.uk**

APPLY NOW



Staff Benefits



Staff Benefits
Financial Wellbeing
Equal contribution pension with 3x Salary Life Assurance
Medicash Health Cash plan
Free Tea & Coffee provision
Professional Development
Short training courses
Accredited Qualifications
Conferences
Mentoring and Coaching
LinkedIn Learning and ARU Courses
Perks
Cycle to Work Scheme
Tech Scheme
Summer and Winter Celebrations
Discounts on Hot Food in our Outlets

Hot drink loyalty cards in Cambridge, Chelmsford and Writtle
Milestone Birthday recognition
Allowances
Enhanced family leave: Maternity and Paternity or Co-Parental Leave
Enhanced statutory leave provisions
Leave and Time Off
25 - 30 days annual leave plus 8 bank holidays
Up to 7 closure days in addition to annual leave
Work Life Balance
Hybrid and flexible working
Health and Wellbeing
Employee Assistance Programme
Paid time off for medical appointments
Wellness hours
Gym discounts (through ARU)



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