



**GSA**



**Graduate  
Students'  
Association**  
UNIVERSITY OF YORK

# Events and Community Coordinator Recruitment Pack

# Events and Community Coordinator (Part Time)

**(PTE 0.5fte, 18.75 hours (2.5 days) p/w) £11,250 per annum. Initial one year contract. Hours to be negotiated and confirmed upon commencement of role. Out of hour working may be required in keeping with the nature of the position.**

## The Graduate Students' Association (GSA):

55 years young this year, the GSA was established in 1965 as the primary postgraduate representative body by the University of York as it sought to establish its role for 'public good'.

Today, the GSA is one of three specialist postgraduate unions in the country. Working as an independent charity and primarily funded by the University of York, the GSA represents almost 8,600 post graduate (Masters and PhD) students at the University.

The GSA is going through an exciting period of change and about to embark on the creation of a new student led, three year strategic plan. We are working to define how we will meet the complex and growing needs of our postgraduate student population: our membership is extremely diverse with students aged 21 to 85 year of age and over 60% of our members coming from outside the U.K. We also have a growing number of distance and part-time learners. Engaging with and providing a wide range of services and support for such a diverse student population is a challenge, but one the GSA rises to each year.

The services offered by the GSA include representation and student voice, welfare support, academic advice and support, free sports sessions and a comprehensive calendar of events and trips including the UK's largest dedicated postgraduate welcome week.

## Purpose:

This new exciting role replaces part of our previous Communications and Events Coordinator role, allowing for a greater focus on providing postgraduate students access to quality events, volunteering opportunities and skills development. The successful candidate will be joining 6 staff and 3 student sabbatical officers.

The Events and Community Coordinator is responsible for developing and implementing the GSA's core activities whilst supporting officers and staff to run their own events and projects:

- Devise and implement annual GSA Events and Community strategy
- To develop an engaging year-long events calendar, with activities suitable for a diverse student population
- To provide volunteering opportunities for students, coordinating training and resources to be able to carry out their volunteering
- To support the officers "building a postgraduate community" through the GSA Networks, community projects and sports provision.

# Key Responsibilities:

## Events

- Develop and implement calendars of events for postgraduate students
- Lead on the planning and implementation of the GSA's Postgraduate Welcome Week in September
- Support campaign generation for sabbatical officers
- Liaise with external and internal suppliers and venue managers
- Work closely with the Communication and Design Coordinator to appropriately market and advertise events, including event registration and ticketing
- Ensure that effective health and safety provisions and risk assessments are in place for all activities
- Lead on event setup, running, and pack down when needed
- Collaborate with University staff on developing external and internal events
- Work in collaboration with research to define the events needs of the postgraduate community
- Manage the GSA Events budgets, in cooperation with the CEO in a sustainable manner
- Organise and keep records of all GSA events related tech and equipment

## Community

- Develop the GSA's volunteering provision, researching and identifying volunteering opportunities within the organisation and externally
- Work closely with the Communications and Design coordinator to advertise opportunities to students
- Recruit and manage GSA network coordinators, producing regular reports on the network's activities
- Support the GSA's Sports provision, keeping regular contact with sports leaders to ensure sessions are running well
- Coordinate and develop community-led projects such as the Postgraduate Community Fund and Free English Language classes, liaising with students to ensure they are fully supported
- To support GSA officers attending meetings relating to volunteering, events, sports and community building.

## General

- Provide excellent service in dealings with students, officers, staff and members of the public
- Play an active part in Officer Elections and inductions for new officers
- Support the GSA Officers in the running and implementation of campaigns
- Record results and prepare reports when required.

This list is not exhaustive and the postholder will be expected to carry out other tasks commensurate with the level of the post.

## Experience, Skills & Competencies:

	<b>Essential</b>	<b>Desirable</b>
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>- A Good Undergraduate degree</li> </ul>	<ul style="list-style-type: none"> <li>- A recognised event management / health &amp; safety qualification</li> <li>- First Aid Trained</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>- Previous involvement in coordinating, planning, running and evaluating events</li> <li>- Experience of recruiting, training and managing volunteers</li> <li>- Developing project-based activities</li> </ul>	<ul style="list-style-type: none"> <li>- Experience working in a student focussed setting.</li> <li>- Experience of report writing.</li> <li>- Experience of carrying out market research.</li> <li>- Previous experience of working with or for democratic organisations.</li> <li>- Experience with developing sports-based opportunities</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Good knowledge of health and safety procedure and compiling risk assessments</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Understanding of Postgraduate Education sector</li> <li>- Knowledge of setting up, using and maintaining events tech and equipment</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>- A willingness to work flexibly at evening and weekends</li> <li>- Able to act on your own initiative and work independently.</li> <li>- Proactive problem solver</li> <li>- Outgoing personality with excellent communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>- An awareness of issues affecting postgraduate students</li> </ul>

**Job Posting:** Tuesday 10 March 2020

**Closing Date:** Friday 20 March 2020

**Shortlisting Date:** Monday 23 March 2020

**Interview Date:** Friday 27 March 2020

**Commencement Date:** ASAP

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**Hours of Work:** 0.5fte 2 ½ days per week. Hours to be negotiated and confirmed upon commencement of role. Out of hour working may be required in keeping with the nature of the position.

**Place of Work:** The Graduate Students' Association, University of York, Heslington, York.

**Duration of Post:** One year contract. There may be an opportunity for the role to be made permanent on completion of contract, subject to funding.

**Reporting to:** CEO

**How to apply?** Please download an application form from the GSA Website [www.yorkgsa.org](http://www.yorkgsa.org)  
Completed application forms with a covering letter summarising your suitability should be marked 'Private and Confidential' and returned via email to [recruitment@yorkgsa.org](mailto:recruitment@yorkgsa.org)

**Contact:** For an informal conversation regarding this role, please contact Darryl Butcher, CEO on [ceo@yorkgsa.org](mailto:ceo@yorkgsa.org) or 01904 323712

GSA is committed to promoting a diverse and inclusive community. We welcome applications from all individuals and particularly under represented groups including BAME applicants. All appointments will be based on merit.