



**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.**

**Contract to 31 August 2021 with the possibility of extension**

**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):

The UK's only dedicated specialist postgraduate union, the GSA is an independent charity, primarily funded by the University of York and representing almost 8,600 post graduate (Masters and PhD) students at the University.

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.

Over the last year the GSA has developed and expanded the services it offers to its members and this post is part of the latest phase in our development. The successful candidate will be joining our team of 7 permanent staff and 3 student sabbatical officers and a wider network of volunteers initially online then subject to government guidelines, based out of our Vanbrugh office in the heart of Campus West.

## Purpose:

This 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, networks and skills development. The successful candidate will be joining 7 staff and 3 student sabbatical officers.

With the input of the Communications & Design Coordinator you will work closely with one other part time Events and Community Coordinator and the relevant elected Sabbatical officer developing and implementing the GSA's core events and activities officer whilst supporting our elected officers in running their own events and projects according to their manifesto's and reps:

- Contribute to development and implementation of GSA Events and Community strategy
- To co-design an engaging year-long events calendar, with activities suitable for a diverse student population
- To co-produce volunteering opportunities and networks for PG students; coordinating training and resources to be able to carry out their volunteering
- To jointly support the elected 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 other Event & Community Coordinator with the input of 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

- Contribute to the development of 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
- Jointly support the recruitment and management of GSA network coordinators, producing regular reports on the network's activities
- Jointly co-ordinate the GSA's Sports provision, keeping regular contact with sports leaders to ensure sessions are running well
- Jointly co-produce 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 and responsibilities 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> </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 23 March 2021

**Closing Date:** Friday 9 April 2021

**Shortlisting Date:** Monday 12 April 2021

**Interview Date:** Week commencing 19 April (due to easter holidays)

**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:** Contract to 31 August 2021 with the possibility of extension

**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.