



**GSA**



**Graduate  
Students'  
Association**  
UNIVERSITY OF YORK

**Community, Events  
and Welfare Coordinator  
Recruitment Pack**

## **Community, Events & Welfare Coordinator**

### **(0.5 FTE for 12 months)**

#### **The Graduate Students' Association (GSA):**

The University of York's [Graduate Students Association](http://www.yorkgsa.org) ([www.yorkgsa.org](http://www.yorkgsa.org)) are looking for candidates excited at the idea of creating student-led activities and events that can help build community whilst contributing to improving the welfare and wellbeing of our diverse postgraduate student population.

It's a great time to join the GSA: with the University of York we are working on a new shape for learning and research as we transition out of COVID; supporting the development of their new ten-year plan, and currently working to finalise our own student-led, three year strategy set to launch later this year.

Established in 1965, the GSA is an independent charity and the UK's only dedicated specialist postgraduate union. We represent almost 8,600 postgraduate (Masters and PhD) students at the University of York. Providing strong advocacy and providing a platform to all for our members is at the heart of everything we do.

Over the last year we're proud to have developed and expanded the services we offer, including student voice, our dedicated welfare and advice service, academic support and community building, free sports sessions, plus a comprehensive calendar of events, trips and activities including the UK's largest dedicated postgraduate welcome experience.

Our membership is extremely diverse. Our students are aged 21 to 85 year of age and well over half are from another country. We also have a growing community of distance and part-time learners. Providing a wide range of evolving services and support is a constant challenge, but one the GSA relishes and rises to each year through the leadership of our three elected sabbatical officers.

The successful candidate will be joining our team of 8 staff and 3 student sabbatical officers and a wider network of volunteers with a mixture of home and office working, subject to government guidelines, based out of our Vanbrugh office in the heart of Campus West. If you enjoy getting involved, being hands-on as part of a small and dynamic team, and you're looking for a chance to gain some vital career progression and experience then we'd love to hear from you.

## **Purpose:**

The role of Community and Welfare Coordinator is integral to the work of the GSA and the support we offer our members.

18 months of lockdown allowed for limited opportunities to properly develop in person communities for students as the majority have been away from campus. The successful candidate will create a range of postgraduate specific community building and student welfare opportunities helping students transition to a new 'normal' in the current academic year. This will include a postgraduate specific guaranteed weekly 'core offer' of student-led activities & events with a renewed focus on wellbeing and inclusion. Activities will be both face to face and online to ensure that all postgraduate students are able to participate and are comfortable doing so.

You will work closely with student volunteers (part-time officers) to organise regular Network events with a dedicated budget as well as working closely with other GSA staff and the elected Sabbatical Officers. The provision of an expanded range of affordable activities will help contribute to improved welfare; and provide additional training for new student leaders

## **Key Responsibilities:**

- To lead on the development and provision of new student led activities including but not limited to:
  - To develop a new series of Academic Events, with the aim of providing 3 per term under the 'Pay What You Can' model
  - At least 2 activities per week that are not dependent on student societies or networks organising them
  - A series of mental health oriented events throughout the year, in partnership with the University Open Door Team, mental health charities and GSA VP Wellbeing
  - Providing support to Postgraduate Networks to organise events and relevant training for students, both online and face to face

- To support and work alongside our elected GSA Sabbatical Officers; and team of relevant Coordinators including Communications and Design; Advice and Welfare; and Events & Community; in creating a robust range of student led community building activities and events
- To work with team members to trial a new 'pay what you can' model alongside the continued online and in person student led offer which will benefit students of different backgrounds
- To support the Wellbeing and Community Sabbatical Officer in gathering feedback from students on what they need, particularly in relation to mental health and wellbeing
- To work with other team members to train, and offer ongoing support to our network of academic representatives, part-time officers, and other related volunteers
- To develop professional relationships with University departments and individuals including the Undergraduate Student Union YUSU
- To monitor student satisfaction for the different activities and events
- To ensure accurate records are kept for all activities and that this data is stored in line with the Data Protection Act, GDPR and best practice.
- To prepare briefings for student officers and representatives prior to activities and events

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

### Person Specification

	Essential	Desirable
<b>Education / Qualifications</b>	A Good Undergraduate Degree	A postgraduate qualification
<b>Previous Experience</b>	Experience of event organisation (planning, delivery and feedback)	Project Management experience

	Experience working in a student facing environment	Previous experience of working with or for democratic organisations
	Experience of developing and delivering training	Experience of motivating volunteers
	Experience of report writing	
<b>Knowledge / Skills</b>	Ability to communicate accurately (both orally and in writing) and effectively to a diverse range of people at all levels	Knowledge of mental health issues
	Competent in Standard IT packages	Knowledge of event organisation processes at the University of York
	Knowledge of all aspects of event delivery including budget management, obtaining suggestions and feedback	
	Understanding of Higher Education and the Postgraduate experience	
	Highly organised with ability to multi-task and solve problems at short notice	
<b>Personal Attributes</b>	A values-led team player with an empathetic, emotionally intelligent approach	An interest in Postgraduate issues
	The ability to act on your own initiative, work independently, and find creative solutions when necessary	Ability to understand and manage professional relationships

	An awareness of student issues	
	A willingness to work flexibly as needed (some events take place on evenings and weekends)	
	A willingness to undertake relevant training and development	
	Appreciation of the need for confidentiality	
	Commitment to an environment that promotes equality of opportunity whilst recognising and valuing diversity	
	Commitment to excellent customer service	
	Willingness to abide by GSA constitutions and policies and to work within, promote and uphold the student-led and democratic ethos of the GSA	

**Closing Date:** 23 November 2021

**Shortlisting Date:** 30 November 2021

**Interview Date:** 8 or 9 December 2021

**Commencement Date:** ASAP

**Salary:** £21,500 per annum (reduced pro-rata 0.5FTE)

**Hours of Work:** Part time, 0.5FTE 18.75 hours per week, working hours to be agreed but with the need for flexibility on occasion as the post may involve evening and weekend work.

The GSA offers flexible working between the hours of 8am and 6pm, staff must be present for core hours between 10am and 4pm.

**Place of Work:** A combination of remote working and office working at The Graduate Students' Association, University of York, Heslington, York (subject to government guidelines). The post may require some minimal travel within the UK.

**Benefits:** 30 Days per year holiday & All Public Holidays, reduced pro-rata

**Duration of Post:** Twelve months, subject to a satisfactory 3 month probation with the possibility of extension

**Reporting to:** Communications and Design Coordinator

Application forms: should be returned, marked Private and Confidential, to Helen Coombs, via email to [recruitment@yorkgsa.org](mailto:recruitment@yorkgsa.org)

Contact: For an informal conversation regarding this role, please contact Troy Carruthers on [communications@yorkgsa.org](mailto:communications@yorkgsa.org)