

Campus Engagement Manager - Avery Hill

JOB DESCRIPTION

Job title: Campus Engagement Manager – Avery Hill

Job Purpose:

To provide high quality support for initiatives currently provided for users of the Avery Hill campus and to deliver a range of events, activities and initiatives to further boost the student community at Avery Hill campus for residents and day users alike.

Reports to: Student Activities Manager
Responsible for: Temporary PT Student Staff and Volunteers
Department/Service: Membership Services
Location: Avery Hill Campus – Eltham
Terms: 1-year fixed term contract or secondment
Working hours: 35 hours per week (hours may vary during peak delivery times)

1 Duties and key responsibilities

Events and Activities:

- Build a programme of a variety of events to be delivered at the Avery Hill campus
- Deliver a programme of events targeted at students studying on campus with a range of types of events during different types of the day.
- Deliver a programme of events targeted at the student communities utilising the campus (the ability to work some evenings and weekends where necessary in relation the this is essential)
- Work closely with the Residents team to support their ResLife programme of events to provide positive experiences to those living at Avery Hill
- Curate and deliver a range of small, medium and large-scale events to bring the campus to life including but not exclusive to:
 - Organise and ensure the success of a week-long International festival at the Avery hill campus, linking in with the Academic Communities Coordinator to deliver parity of offer across the campuses.
 - Support the celebrating of the end of exams with an event and activity outside of the students' exam halls
- Work in partnership with Faculty Leads to build and develop a programme of events and activities through Academic Societies, relevant to the demographic of students within the Faculty
- Working collaboratively with the Academic Communities Coordinator to ensure further delivery of AH based academic communities events
- Help facilitate recreational student sporting activity on campus

- Project lead Avery Hill based campaigns and showcases
- Build a communications plan to promote these events and activities as well as showcasing the activities on University and Students' Union communication channels
- To coordinate, recruit, train and support a group of Community Ambassadors (Student Staff members)
- Manage the Community Ambassadors to support the engagement of these events and activities
- Be reactive in showcasing successes of students during the year which sit outside of the main events programme

Supporting services

- Set up and manage a campus board who's focus into enhance the Avery Hill Community and satisfaction of those studying and living at the Campus
- Support the Student Activities Manager and other relevant staff and officers in developing policies and procedures to enable the safe delivery of activities within remit.
- Support the Accommodation team
- Support Activities team with initiatives and deliverables when they relate to the Avery Hill campus
- Support Education and Health faculty to explore extra-curricular activity which could be delivered on campus
- Link with sustainability team to help promote Avery Hill based initiatives
- Link with the sport and recreational team to establish ideal facility usage for project initiatives

Consultation and Impact measurement

- Assess the impact of this events and activities through ongoing reporting mechanisms to the Learning Communities Working Group
- Proactively look for additional opportunities to grow and develop the events programme to foster a community at the University of Greenwich
- Consult with relevant students to guide delivery of events and recommendations for continued activity

Bar provision

- Lead on the delivery of temporary bar provision to go alongside events in the dome.
- Supervise student staff provision within bar
- Act as first point of call for bar delivery provision in Avery Hill

2 General Responsibilities

- Represent and be an ambassador for the Student Activities Team and wider Students' Union
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Maintain and improve competencies through continuous professional development
- Abide by organisational policies, codes of conduct and practices
- Support and promote diversity and equality of opportunity in the workplace
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and Project data
- Any other duties commensurate with the accountabilities of the post

Person Specification

EXPERIENCE

- Relevant experience working/volunteering in a Students' Union or a similar organisation
- Planning, delivering and evaluating training
- Coordination of a range of successful events
- Develop and maintain effective systems for collecting, collating and reporting information
- Experience of working with or coordinating diverse groups, and encouraging traditionally hard-to-reach groups

SKILLS AND ABILITIES

- Clear communication skills face to face and on the phone or email
- Ability to troubleshoot difficult situations, and deal with them calmly, efficiently and effectively
- Writing skills – produce reports and ability to write succinct documents on complex areas
- IT skills at a level that supports report writing, email, internet and database
- Time management and organisational skills
- Ability to engage and motivate others
- Self-motivated with the confidence to work alone but can also work co-operatively and flexibly as part of a team
- Ability to stay focused and efficient in the face of changing priorities.
- Driving license (preferred not essential)

KNOWLEDGE

- Knowledge and understanding of issues facing today's students
- Knowledge of requirements for supporting volunteering projects e.g. Safeguarding and

DBS checks

- Understanding of Volunteer Management and motivating volunteers
- People management (may be on a voluntary basis)
- Databases and writing reports
- Web based communications

EDUCATION/TRAINING

- No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post is required. For example, time management and organization, effective administration, delivering training, reporting methods.
- Personal license (not essential – training can be provided in post)

Other

- Able to travel extensively within the Borough and Region.
- Able to work some evenings and weekends and stay overnight where necessary
- Works well in a team with a flexible approach to work
- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.
- Commitment to the values and ethos of the Organisation