**Medway Community Organiser
Job Description**

**PURPOSE**
As a part of the Democratic Review, Greenwich Students’ Union will be recruiting its first paid community organisers to work for the 2019/2020 academic year.

The community organisers will work at gathering student voices to take collective action around common concerns affecting their student experience and build solutions that provide impactful social change to the student community. Empowering the voices of liberation students (LGBTQ+, BAME, Disabled & Women’s) will be crucial along with building their platform to advocate and lobby for change.

Community organisers (and the representatives they empower) will reach out and listen, connect and motivate students to take collective action. As an organised student community, we strive to ensuring all our 20,000 student voices are heard and that power to influence change is equally harnessed by all students, making a positive difference to everyone’s university experience.

**DUTIES AND KEY RESPONSIBILTIES**

**Listening to Students**

* Listen to students across the entire campus, facilitating conversations that energize the student voice around common concerns which are translated into robust organising strategies for the Students’ Union to act upon.
* Conduct weekly outreach work that is accessible to all students, gathering various forms of student input while building trust between GSU/GK Union and its members.
* Identify the voices and areas that need to be heard (especially those “hard to reach”) to ensure all outreach work addresses the diverse needs of the student community.
* Investigate issues or topics flagged by students/representatives (relevant to the student experience) in order to present your findings to the appropriate student bodies.

**Addressing Community Issues**

* Write a termly report for the campus on the research you have gathered, highlighting issues faced by various groups of students and recommendations for GSU to affectively address them.
* Work closely with the other campus Community organisers in communicating findings, sharing best practice, collaborating on common issues faced and setting solutions for the entire 20,000 student community across all campus (when appropriate).
* Work to ensure all recommendations and organising strategies provide long term fixes to problems, empower the voice of vulnerable student groups and brings about meaningful social change to the community.
* Effectively educate and inform staff/students about the issues you discover through communication strategies and creating engaging content; e.g. exhibitions, booklets, flyers, website.
* Work closely with the Student Assembly in investigating issues which come forward from students and presenting any findings to inform discussion and debate.

**Empowering Liberation Communities**

* Work closely with liberation groups/networks to co-produce campaigns and activities around issues affecting these communities.
* Empower liberation communities and voices to set specific liberation priorities which GSU will be mandated to work towards and hold officers accountable too.
* Develop civic engagement from liberation groups in student wide decision-making such as the Autumn Elections, Student Priorities, Members Meeting, GSU Elections and referendums (if called).

**GENERAL RESPONSIBILITIES**

* Undertake training and ongoing learning around organising, participatory engagement and deliberative research.
* Support student feedback and communication channels, working with students on their inquiry.
* Support the community organiser team in activities and outreach (when needed).
* 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 or staff.
* Any other duties commensurate with the accountabilities of the post.

**PERSON SPECIFICATION**

* Must be a current student at University of Greenwich 2019/2020.
* Must live or work on the Medway campus.
* Open minded, a good listener, eager to help and adaptable in your attitude.
* Reliable, highly motivated, professional and with a positive attitude.
* Strong self-management skills to work independently and manage work/studies/life balance
* Must have excellent communication and interpersonal skills.
* Good team player.
* Have good knowledge of and be proud to represent Greenwich Students’ Union/GK Union and the University of Greenwich.

**SKILLS AND ABILITIES**

* Intuitive to people’s backgrounds, perspectives and experiences
* Able to seek solutions and manage conflicting views/opinions
* Ability to be captivate an audience/individual and motivate others.
* Clear communication and listening skills face to face and on the phone or email.
* IT skills at a level that supports report writing, email, internet and database.
* Time management and organisational skills.
* 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.

**KNOWLEDGE**

* Existing knowledge of the University of Greenwich and Greenwich Students’ Union/ GK Union.
* Knowledge of our diverse membership
* Demonstrate understanding of barriers/inequalities that certain groups of students face at University and within Higher Education

**EDUCATION/TRAINING**

* No one specific qualification is required.
* Must be a student at the University of Greenwich.

**PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS**

* Able to work 8 hours a week during term time from October 2019- May 2020.
* Some late evenings and weekend wok may be required
* Must be able to commit to working for entire academic year
* During busy study times, demonstrate how you can still maintain your commitment to your role.
* 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.

**NOTE**: This job description is an outline only and will be subject to review and amendment to consider the first year of implementing the role, following discussion with the post holder.