

Recruitment Pack

**Organisation Development
Manager
Maternity Cover
(12 month fixed term)**

Dear Candidate,

Thank you for taking an interest in this role at Greenwich Students' Union (GSU).

GSU is a charitable organisation which plays a crucial role in the experience of over 20,000 students who attend the University of Greenwich. Our job is to ensure that students have a great time and Greenwich and we empower them to change the world.

We have three main departments here at GSU: Membership Services, Commercial Services, and Support Services. These services spread across three campuses with our main offices being based at Greenwich and Avery Hill in Eltham and Medway in Kent.

The Organisation and Development Manager is a key leadership role responsible for embedding Greenwich Students' Union's People and Culture across the organisation. Working closely with the Chief Executive, Trustees and senior colleagues, the role leads on HR, organisational development, staff training and wellbeing, governance support, and health and safety, ensuring GSU operates effectively, compliantly and sustainably.

Reporting to the Chief Executive, the role also oversees office management across multiple campuses and supports the Trustee Board and its committees. The successful candidate will be a proactive, organised and values-driven professional with strong communication skills, confidence working with senior stakeholders, and a clear commitment to equality, diversity and creating a positive working environment.

Opening: Friday 17th April 2026

Closing: Sunday 10th May 2026

Interviews: w/c 18th May

Salary: £39,284.46

Hours of work: 35 hours per week

The following pages contain a summary of the principal terms and conditions, key dates in the recruitment process and some information about the Students' Union. Please check you have downloaded everything you need to complete your application and return it electronically.

If you would like to have an informal chat about this opportunity please contact me at k.dawson@greenwich.ac.uk

Good luck with your application and I look forward to meeting you.

Best wishes,
Kate Dawson.



GSU PLAN 2026

**BECOME
YOUR BEST**

OUR NEW STRATEGY

GSU PLAN 2026

BECOME YOUR BEST

At Greenwich Students' Union (GSU) we're proud to have made transformative change over the last few years by acting on student feedback and working with our members to make our democracy more accessible, develop the quality and scope of our member services, improve our physical spaces and transform our communication methods.

Recently recognised as a Quality Students' Union, GSU now has an established physical footprint at our three campuses in Avery Hill, Greenwich and Medway, supported by our online spaces.

Our new strategy - GSU Plan 2026 - sets out our action plan that will take us into our next phase of development, ensuring our members are able to shape future opportunities and services. Our role as a Students' Union is to continually evolve our offer for the members of today and future generations.

We have one goal by 2026; supported by GSU and our services, our students to become their best at Greenwich and beyond.

We will focus our team and our time to represent student interests, working with our members to ensure you have access to:

- The best quality and inclusive education.
- Develop skills to be life ready.
- Be the best you can be while they study.
- Find where you belong at Greenwich.
- Take actions to protect our planet together.

Click here to read our plan in full - greenwichsu.co.uk/gsuplan2026

Our Services - Membership

Student Representation

Involvement with Student Assembly, campaigns, Elections and members representation;

Advocacy and Policy

Provide advice to all our members regarding academic process, housing, money and other issues. We work proactively to prevent student issues arising and secure an early intervention if needed.

Student Activities

Encompasses Societies, Sports groups, Academic Communities, Awards, Varsity and much more;

Employability and Volunteering

Identifying opportunities and providing support.

Finance

Central team responsible for financial activity and support across the Union.

Marketing

Supports communication activity for GSU and all its services, events and activities.

Organisation Development

Looking after HR, governance and training across GSU.



Our Services - Commercial

Lower Deck in Greenwich

The best student bar in Greenwich.

Tudor Café in Avery Hill

Selling takeaway food and coffee, snacks and confectionery, merchandise, groceries and toiletries.

The Hill in Avery Hill

Pop up Bar.

The Deep End in Medway

Selling hot food and drink, as well as grab-and-go options.

Greenwich Lookbook

Our shop selling University branded merchandise online and in our merch store in Greenwich.

Flagship Events

Offering venue hire in the heart of Greenwich (Avery Hill and Medway TBC).



Application Process

Your application is very important, as the information you provide will be used in deciding whether or not you will be shortlisted for interview. The following advice is designed to help you complete it as effectively as possible. This is part of our commitment to ensuring equal opportunities for job applicants.

Greenwich Students' Union (GSU or SU) wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.

TIMELINE FOR RECRUITMENT

At GSU we aim to have our recruitment processes as clear and structured as possible. Ideally, we have our advert listed on various websites for one month. Following the deadline date, we will aim to shortlist within 2-3 days. Once shortlisting has been completed, the successful candidates will be informed and given an interview date a week ahead. This will allow our successful candidates the opportunity to prepare and make arrangements.

PLANNING YOUR APPLICATION

When planning to submit your application, read through the material provided, including the job specification and recruitment pack.

PERSONAL SPECIFICATION

The Person Specification is the list of criteria or requirements needed for the post. To be shortlisted you have to fulfil each of the essential points marked 'Application', demonstrating your abilities by giving examples. The strongest applications will detail with examples how candidates meet all of the criteria, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

Application Process

COMPLETING YOUR APPLICATION

Step 1: To apply use our online recruitment portal setting out how your experience, skills and values equip you for the role. In addition, you can submit a CV if you wish to do so.

Step 2: Complete the Equal Opportunities Monitoring information within the application form. This is not disclosed to recruiting manager or shortlisting team.

Step 3: Please submit in time for the stated closing date. Please note that applications received after the closing date will not be considered

SHORTLISTING

All submissions are sent directly to our recruitment desk, who save and anonymise them, ready for the recruiting manager to review. All applications will be sent to the selected recruitment panel who make their preferred selection based on the requirements that meet the personal specification. Candidates who meet the criteria are shortlisted for an interview.

INTERVIEWS

The interview panel will normally be formed of 3-4 staff members who will ask questions based on the values and competency required for the role. For some roles you may also be asked to participate in a task or presentation. The applicants will be informed of this ahead of their interview date. If you are not able to attend the interview, we cannot guarantee that an alternative date will be offered. The Panel will consider requests for alternative dates as they arise.

Job description

Duties and key responsibilities

1. Human Resources

- Develop and monitor HR policies and procedures that are in accordance with employment legislation, GSU's culture, vision and values.
- Produce relevant papers to submit to the Appointment, Staffing and Governance Committee regarding any proposed changes.
- Oversee the Training and Development of all staff at GSU.
- Update employment contracts and handbooks to ensure compliance with all relevant legislation and current policy.
- Work closely with senior managers, providing them with guidance, in relation to Human Resources.
- Support and promote staff welfare, health and safety and security.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Nurture a positive working environment.
- Strengthen people development strategies.
- Produce budget reports yearly for administrations, office management and relevant salaries.
- Create a forecast twice a year in line with the Trustee Board meetings.

2. Governance Support

- Support the Chief Executive in servicing the Trustee Board and Committees including minuting meetings.
- Update external Governance systems such as Companies House and Charity Commission websites.
- Provide executive support to the Chief Executive, and others on request; including organising meeting requests, document drafting, meeting minuting.
- Maintain central filing systems and records, liaising with the Chief Executive.
- Take responsibility for keeping all staff up to date with relevant information e.g. phone lists, mobile phone bills, working with senior staff and the Finance team as required.

Job description

3. Health and Safety Manager

- Lead the internal GSU Health and Safety Committee meetings, scheduling meeting, creating agendas and communicating these with the committee.
- Review all Risk Assessments bi-annually with the help of the H&S committee members, to identify potential hazards in the workplace and implement controls.
- Report any incidents to the Finance, Audit and Risk and Board of Trustees at every scheduled meeting.
- Ensure all GSU staff are provided with mandatory health and safety training.
- Provide regular updates and communication to the wider teams, ensuring adequate knowledge of compliance and procedures.
- Ensure employees have access to the required PPE and are trained on its correct use.
- Investigate accidents and near-misses to determine root causes and take corrective actions.
- Promote wellness programs to improve employees' physical and mental health.
- Keep records of safety inspections, incidents, training, and any health and safety-related documentation.
- Foster a workplace culture where health and safety are prioritised, encouraging employees to actively participate in safety efforts.




4. Office Management

- Work closely with the HR and Office Coordinator on any requests for furniture and office moves.
- Oversee general office management across the three campuses.
- Handle office budgeting, expense tracking, and invoice processing.
- Implement and uphold office policies, procedures, and safety protocols.
- Manage office equipment and ensure all devices are functional and maintained.

5. Stakeholder management

- Work collaboratively with other agencies, developing links and networks across the statutory and voluntary sector in order to provide a range of services to meet the needs of GSU

General Responsibilities

- Represent and be an ambassador for GSU  [avery hill](#)  [greenwich](#)  [medway](#)
- 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

Personal Specification

SKILLS AND ABILITIES

- Previous experience of working with Governing bodies and senior leadership teams.
- 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 on changing priorities.

KNOWLEDGE

- Knowledge of HR best practice and employment legislation.
- Understanding of governance frameworks and compliance requirements.
- Working knowledge of health and safety legislation, risk management and workplace compliance.
- Understanding of office and facilities management, budgeting and administrative systems.

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.

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- 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.