



JOB APPLICATION PACK STUDENT OPPORTUNITIES MANAGER



Thank you for your interest in the role of Student Opportunities Manager. The Union of Kingston Students supports and represents over 16,000 students across four campuses.

UKS is a union that is in a period of significant organisational change. We recognise as a union that we have not delivered for our members for a number of years and we are committed to changing and getting that right. In the last 12 months, we have recruited a brand new Chief Executive, a brand new trustee board and made fundamental changes to the union's structure that will lead us to where we want to be over the next 5 years.

We are about to embark on an exciting plan to become the best SU in the country, one that is consistently representing all of our students and advocating for their rights throughout their university experience and one that is at the forefront of providing vibrant diverse communities that reflect our student population. At the moment, we are a union that is in transition and needs work and we are looking for people are up for the challenge. We have a very committed and talented staff team and an exciting new student leader team who are all excited by the journey and the challenges ahead.

We are looking for talented people who are excited by change, love working in a constantly vibrant and fast paced environment and who are committed to develop talented student leaders. If this is you, then please read on.



Student Opportunities Manager

Salary £34,506 per annum + pension

The Role

We are seeking someone who will look to transform our student opportunities provision. Whilst our current offer is good, we want to be excellent and we are looking for someone who is passionate about leading this change. You will be responsible for leading a staff team who is responsible for sports, societies, volunteering, skills development, sustainability and our work on enterprise development. The role will be key in supporting and developing our four student officers within all areas of student opportunities and will be vital to driving our new strategy. We are looking for an inspiring and innovative individual, who has a proven ability to build partnerships and communicate with a wide range of stakeholders. We are looking for someone who is passionate about developing exciting and transformative activities for our membership, communities that all of our students can feel part of and ensure that we are breaking down barriers for our students to participate in.

We are not looking for the most experienced person but some that understands about working within a fast paced, dynamic and exciting organization and understands what a vibrant and exciting student experience is for Kingston Students. We expect someone with excellent knowledge of themes and issues within Higher Education and students' unions and has the ability to coach and support significant groups of volunteers, staff and student officers to achieve success.

More information

Application process is via the application form which can be found at www.kingstonstudents.net/jobs

Please submit this to Emily Taylor at E.Taylor@kingston.ac.uk

Should you wish to discuss the role prior to application please contact Jamie Stratton.

Next Steps

Application Deadline: Monday 2nd September at 9am

Interview will be taking place w/c 9th September 2019 at Penrhyn Road Campus



Job Description

Student Opportunities Manager

Salary £34,506 per annum + pension

Accountable to: CEO

Responsible for: Societies Coordinator, Sports Coordinator and Skills Development Coordinator

Job Purpose

- 1. Responsible for delivery within the student opportunities team, and for the departments operational planning**
- 2. Responsible for the delivery of UKS's strategy within Student opportunities**
- 3. Line management of 3 staff within the Student opportunities team and provide departmental support for the 4 sabbatical officers**

Key Responsibilities

1. Responsible for delivery within the student opportunities team, and for the departments operational planning

- To strategically develop and lead student opportunities
- To deliver support and training to Societies and Sports committee members.
- To be responsible for the annual planning of key events within the framework of student opportunities.
- To be responsible for Freshers' Activity and Freshers' Fayre for clubs and societies
- To lead on UKS Green Impact and Sustainability work
- To develop key partnerships with the university on volunteering projects
- To develop key partnerships with the university on enterprise projects
- To develop the Union's employability training
- To be responsible for UKS's strategy within employability and skills development.
- To identify and bid for appropriate volunteering and community funding to support and enhance all Students' Union services in partnership with the Business Development Manager.
- To be responsible for the implementation and management of the Union's Guest Speaker Policy in conjunction with the CEO.
- To be the lead staff member on behalf of the Union in relation to Faith and Spirituality.
- To develop and lead on creating local and national internships for students with relevant employers including within UKS.

2. Responsible for the delivery of UKS's strategy within Student Opportunities

- Key involvement with the development of UKS's strategic plan and putting key evidence based ideas and improvements forward for projects and services relating to Student Opportunities
- Responsible for developing systems and processes that enable UKS to develop, review and set its long term strategy within Student Opportunities
- Responsible for developing systems and process within Student Opportunities that enable UKS to plan effectively
- Responsible for the coordination and delivery of all research projects relating to Student Opportunities.
- Liaise with all key stakeholders, including Union staff, university staff and external parties on all issues relating to Student Opportunities.
- Manage the operational planning process for the Student Opportunities team
- Responsible for the delivery of research papers and briefings in areas that are relevant to Student Opportunities.

3. Line management of 3 staff within the student opportunities team and provide departmental support for the 4 sabbatical officers

- Arrange, chair and keep a record of staff meetings within the Student Opportunities department
- Manage and update regulations and procedures relating to the Student Opportunities department
- Manage the Student Opportunities departments budgets
- Manage the Student Opportunities teams attendance at relevant events, training and conferences
- Arrange, conduct and keep records of all meetings with members of the Student Opportunities team, including performance reviews, appraisals and investigations
- Manage the learning and development of the Student Opportunities and provide guidance and support for the learning and development of the student officer team
- To take responsibility for the financial performance of the Student Opportunities department including proposing annual budgets and monthly monitoring and reporting variance to the CEO.

Person Specification

CRITERIA	Requirement
QUALIFICATIONS	
Good general education, typically to the Higher/A level equivalent	Essential
University/College Degree	Desirable
EXPERIENCE	
Previous experience in a democratically led organisation	Desirable
Proven success managing medium-large groups of staff	Essential
Proven success managing medium-large budgets	Essential
Experience of managing through managers	Desirable
Experience of managing significant numbers of staff	Desirable
Proven experience of instigating change of a strategic nature	Essential
Demonstrable experience of working effectively on own initiative	Essential
Experience of managing projects	Essential
Experience of volunteer management	Essential
KNOWLEDGE	
High level understanding of current issues and themes in higher Education and Students' Unions	Essential
High level knowledge of current issues and themes in students unions – particularly in the areas of democracy, representation, advice & student advocacy, employability and student activities	Essential
Knowledge of students' unions in relation to relevant legislation: <ul style="list-style-type: none"> Charity Education Act Data protection 	Essential
<ul style="list-style-type: none"> Employment Company 	Desirable
ATTRIBUTES/SKILLS	
Able to understand working with a complex external organisation	Essential
Good coaching and mentoring skills	Essential
Proven ability to problem solve – particularly in situations requiring the candidate to influence others	Essential
Self motivated and self reliant	Essential
Skilled in utilising research and interpreting data	Essential
IT competent with a working understanding of Microsoft Office	Essential
Ability to formulate development plans for services and activities	Essential
Exceptional Interpersonal and Communication Skills (Written and Oral)	Essential
Able to create and maintain strong working relationships.	Essential
Able to lead, empower and engage others in shaping the future	Essential
Able to overcome hurdles and problems in a constructive manner	Essential
VALUES AND ETHICS	
Desire to work within a democratic student led environment	Essential
Understanding and commitment to equal opportunities	Essential
Desire to work within organisation servicing a culturally diverse membership	Essential
Demonstrably high standards of personal integrity	Essential