

Role Description

Job Title:	School Community Organiser (SCO)
Salary:	£1000* bursary, paid in 2 instalments of £500* (subject to successful appraisal)
Location:	A combination of in person (across the College Lane and De Havilland campuses) and online
Hours:	Between 5-10 hours per week on average*

General Overview, and Main Purpose of the Role:

School Community Organisers (SCOs) are paid, student leadership positions, appointed to enhance the community of students and staff within each School. They organise social events, collaborate with Student Reps and Elected Officers in driving positive change, and represent students' interests to both the Students' Union and University as senior Student Leaders.

Main Duties and Responsibilities:

- Create an action plan at the start of the year, together with your team of fellow SCOs and senior School staff – including agreed ways of working in partnership with both the Students' Union and University as part of it.
- Act as the lead student representative for your School – taking the initiative to attend key meetings / engage in discussions with staff for the purpose of shaping decisions that best suit the interests of all your students.
- Assist with the recruitment of Student Representatives within your School, and provide them with ongoing, role-specific guidance throughout the year to ensure that they are able to effectively represent the students they oversee.
- Support and engage with Students' Union and School-based activities, projects and initiatives – including (but not limited to) Student Council, the Student Leaders Development Programme (SLDP), the Go Herts Award, and the National Student Survey (NSS) / Postgraduate Student Experience Survey (PTES).
- Promote, support, and help to develop the Academic Societies within your School – making sure to collaborate with them as much as possible in organising events.
- Formulate ideas for, and organise a series of campaigns/events/initiatives that fulfil the goal of bringing students and staff together – creating a community feel throughout your School.
- Stay in regular contact with designated School / Students' Union colleagues – reflecting on progress and performance as you go, but also that of the Elected Officers, for whom you'll play a key role in holding to account for their own work.

Working Relationships:

SCOs work with a wide variety of stakeholders throughout their tenure. These include (but are not limited to) the following: **[1]** Students (particularly Student Representatives, Society/Network Committee Members, and BAME Advocates); **[2]** Students' Union staff (particularly the Elected Officers and Voice team); **[3]** University staff (particularly Associate Deans, Programme Leaders, and student experience related colleagues).

Alongside this, they report directly to the Associate Dean for Learning and Teaching (and/or designated staff member) in their School, plus the Voice team within the Students' Union.

Expected Standards:

The post holder(s) will:

- Act in a polite, respectful manner when communicating with students and staff.
- Maintain regular and timely communication with all those you work closely with.
- Attend training and development opportunities, as laid on by the Students' Union.
- Attend and provide updates at key meetings / send apologies where unavailable.
- Display the highest standards of integrity, inclusivity, and punctuality at all times.
- Have a flexible approach to the hours and days they work throughout the role.
- Act as a model ambassador for the Students' Union and University as a whole.

Person Specification:

Selection Criteria	[E]ssential // [D]esirable
Excellent verbal and written communication skills (English language).	E
Ability to speak/work with people from a diverse range of backgrounds.	E
Ability to take the initiative, & be self-driven, motivated, and proactive.	E
Ability to manage conflict and problem solve in a constructive manner.	E
Experience of managing time, projects and workload effectively.	E
Demonstration of being enthusiastic, friendly, helpful, and welcoming.	E
Commitment to maintain the highest standards of behaviour and work.	E
Experience of formulating ideas for and organising activities/events.	D
Experience of working in a similar (student) leadership position.	D
Understanding of the Students' Union, and its range of service areas.	D

Additional Considerations:

Vision

- Our vision at Hertfordshire Students' Union is to help students love life at Herts.

Values

- We are a truly values-led organisation, and as such, all of our Student Leaders must demonstrate the everyday values of being **H**elpful, **E**mpowering, **R**epresentative, **T**ransparent, and **S**tudent-focused.

Service Excellence

- At the Students' Union, we go above and beyond for our students and each other – we're committed to providing excellent service across the board and we support each other to prioritise this every day.

Equal Opportunities

- We encourage applications from all students, regardless of age, disability, gender, race, religion or beliefs, and sexual orientation.

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Please note that this role description is intended as a general guide to the general duties and responsibilities required – more of the specifics will be covered in training.

*Please note that the bursary amount is subject to change, but will remain at a minimum of £1000. The hours are also intended as a guide – the exact number will fluctuate quite strongly throughout the year, depending on which periods are busier than others.