

School Community Organiser Role Description 2025–26

Role Description Job Title	School Community Organiser (SCO)
Salary	This is subject to change, but it will be either £12.21 an hour or a £2300 bursary (split in two 1150 instalments) paid at the end of each Semester upon a successful appraisal.
Location	College Lane and de Haviland Campus, alongside online.
Hours	Between 0–8 hours a week. <i>This will vary each week depending on available work.</i>
Start Date	September 2025. <i>Please note you must be continuing as a student at the University of Hertfordshire for the 2025–26 academic year to be eligible to apply for this role.</i>

General Overview, and Main Purpose of the Role

School Community Organisers (SCOs) are paid, student leadership positions, appointed to enhance the community of students within each School of study. They 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. They will also support academic societies to host meaningful social events to build a community in their Schools.

Main Duties and Responsibilities

- Create an action plan together with the Students' Union, your team of 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 students.

- **Assist with the promotion of 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 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 and organise a series of campaigns and initiatives that fulfil the goal of bringing students and staff together – creating a community feel throughout your School.**
- **Stay in regular contact with Students' Union / designated School colleagues – reflecting on your progress and performance.**

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 and Society Committee Members); [2] Students' Union staff (particularly the Elected Officers and Academic Experience team); [3] University staff (particularly Associate Deans, Programme Leaders, and student experience related colleagues).

Alongside this, they report directly to the Students' Union Academic Experience Team and a designated member of staff within their School of Study such as an Associate Dean or relevant student experience professional staff member.

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 and Selection Criteria

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 initiative and 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
<p>Previous experience as a student leader at the University of Hertfordshire. <i>This list is not exhaustive but could include:</i> <i>Student Representative, SCO, Peer Mentor, Society Committee Member, University or SU Student Staff Member, BAME Advocate etc.</i></p>	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 Helpful, Empowering, Representative, Transparent, and Student-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**

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.