



St Edmund's College

University of Cambridge

Job Title	Student Civic Engagement Coordinator
Department	Tutorial – Wellbeing
Location	St Edmund's College (owned or occupied buildings)
Reporting to	Director of Student Wellbeing
Length of Appointment	FTC until April 2028
Nature of Post	Part Time, 22.5 hours per week
Salary	£16,829 per annum pro rata (£27,300 Full Time Equivalent)

Main Purpose

The Student Civic Engagement Coordinator is responsible for providing an effective, engaging, and inclusive events within Wellbeing sphere. Together with the Director of Student Wellbeing and other key stakeholders, they will be responsible for the operational delivery of key events with a civic and prevention focus, they will also contribute to the Student Wellbeing Events strategy.

Due to the nature of the role, the ability to work flexibly is essential as they may be required to work outside of the College's 'core hours'.

Key duties & responsibilities

- Lead on civic and prevention focus events to maximise the student experience and play a proactive part in the student's journey.
- Support the Director of Student Wellbeing and other key stakeholders in the marketing, coordination, and delivery operation for internal wellbeing events.
- Engage and motivate stakeholders to take part in meaningful engagements, helping to build a community of trust and respect.
- Provide administrative support for event management for all wellbeing events.
- Collect and record costs to support budget keeping and preparation.
- Liaise and coordinate all events with the relevant stakeholders.
- Review events for their return on investment, using data and analytics where possible to support future initiatives. Including but not limited to attendance, demographics.
- Create and drive event or engagement opportunities within the College, which aid breaking stigma.
- Network with others to understand other offerings and check best practise.
- Work with colleagues to share best practise and ensure policies are adhered to
- Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter free.
- Suggest and implement new ways of working and ideas, be an advocate for Continuous Improvement.
- Adhere to Health and Safety policies and procedures
- Complete ad hoc tasks as required

Person Specification

Please specify what is desirable and what is essential.

Experience

- Previous experience in a similar role
- Experience or skill in programme development and/ or management
- An understanding of and experience in delivering an engaging and beneficial service
- Previous administration and coordination experience in a complex environment - desirable.

Skills

- Able to build and maintain good stakeholder relationships through a trust-based approach
- Thrives in deadline and time pressure environment
- Positive and proactive approach to engagement with students and stakeholders ensuring
- A good communicator, with appropriate interpersonal and stakeholder management skills.
- Computer literate with the experience of using in-house systems
- Excellent attention to detail and accuracy
- Flexible, with the ability to quickly & efficiently problem solve and implement changes (e.g. to conference plans), sometimes in a pressurised environment.
- Excellent organisational and time management skills
- Looks for ways to continuously improve processes and procedures and be able to articulate these to others clearly

Qualifications

- Wellbeing related qualification is desirable
- Programme or project management is desirable

Budget Holder

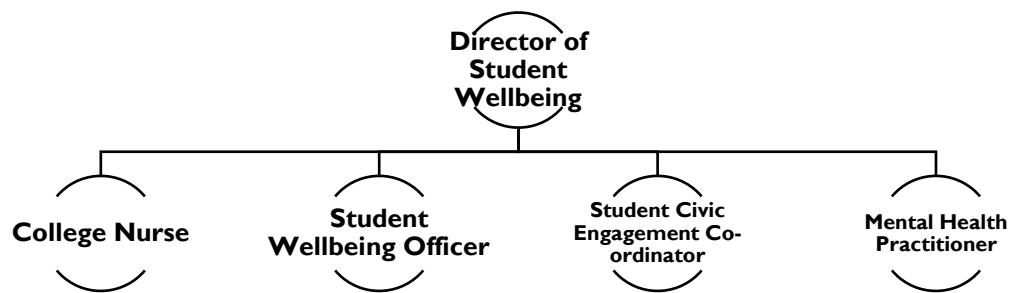
Budget Holder (YES/NO)	Budget responsibility	Input into budget
Yes	This is budget the individual has overall responsibility for.	This is where the individual may be required to use another's budget.

Line management responsibilities

The duties of your employment are such management, supervisory, administrative and other duties may be assigned to you. You are required to participate in any performance management arrangements.

Number of direct reports	Total number of reports
0	0

Org Chart



Decisions

Decisions which should be made by the individual	Decisions which the individual will need to escalate

Specific H&S responsibilities

NA