

*The University of Birmingham Guild of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.*

## **Student Groups Coordinator (Support)**

**£18,971 gross per annum – 35.5 hours per week – Fixed Term for 12 months**

The Student Groups Coordinator (Support) develops the capacity of the student groups within the Guild to enable students to maximise their potential.

You will support students with the administration of relevant training, tailored support for specific initiatives and assisting groups to plan their year through attracting membership and delivering their activities. You will also support the work of the Student Groups Department.

You will have twelve months relevant experience in an administrative role with responsibility for managing and developing administrative systems, along with knowledge of student activities and related issues in Higher Education.

You will also have the ability to communicate effectively with students one-to-one and in groups and balance the needs of individuals and team/organisation. Along with experience of developing relationships with students and stakeholders to deliver objectives, you will be able to take a constructive and co-operative approach to solving problems.

**Closing date for applications: - Thursday 15<sup>th</sup> June at 12 noon.**

**Interviews will be held on Friday 30<sup>th</sup> June 2017**

**For application packs please visit:** <http://www.guildofstudents.com/about/your-union/workwithus>

**or email:** [staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk)