



Application pack



**nuS
AWARDS
2017**



nuS AWARDS 2017 WINNER



COMMUNITY PARTNERSHIPS COORDINATOR

Come work for the Students' Union of the Year!







about us

MDXSU is an independent charity in North London which supports, represents and improves the experience of the 18,000 students studying here at Middlesex University.

In 2017, we were awarded Students' Union of the Year by the National Union of Students (NUS), recognising our dedication and impact in representing and supporting students.

We are proud of our innovative campaign work on campus and beyond, and our role in championing student voice – supporting students to have a voice in shaping their experience both at course level and within liberation groups.

As a Students' Union, we are committed to helping all students make the most of their time at Middlesex University. This includes delivering a packed social events calendar – including a month of freshers' events; supporting over 90 students groups for those with shared interests and backgrounds; and enabling students to gain skills and build their employability through internships, placements and development programmes.

We are aspiring to be the most innovative, inspiring and inclusive Students' Union in the UK by 2020, a vision which our staff are crucial in shaping and delivering.



■ working at Middlesex Students' Union

MDXSU, like all Students' Unions, is fairly unique in the way that we operate. We are led by a team of elected students who are voted into their roles by their fellow students at Middlesex University, and who work full-time to lead our organisation and represent their peers.

Working in a democratically-run organisation is both a unique and exciting opportunity, and working with students to deliver changes that affect them is highly rewarding.

our team

Supporting our elected student officers are a highly-talented and highly-motivated staff team, including twenty full-time staff and around 70 student staff and interns – as well as thousands of student volunteers.

Our recent staff engagement survey showed that 88% of staff feel positively engaged, and that 100% of our people believe that our organisation treats people equally irrespective of ethnicity, gender, disability, age, sexual orientation or religion. In comparison to the third sector more generally, staff at MDXSU are 10% more likely to recommend us as a good place to work.

MDXSU's work is spread across three teams, who are all supported by central services:

- Advocacy and policy
- Communications, events and income
- Student Communities & Development

staff benefits

Alongside offering a fulfilling role within a vibrant, welcoming organisation, we offer a competitive benefits package.

We have a strong commitment to supporting our staff to grow and develop within their role, the organisation and in terms of their personal development. All staff are encouraged to identify training opportunities and conferences, and are also invited to annual all-staff residentials and team away days.

Staff can also take advantage of 25 days of annual leave – in addition to bank holidays and seasonal university closure periods - volunteer and wellbeing days, flexible working and access to PerkBox, which includes various discounts and opportunities for subscribers.



where we are based

Our office is located on the recently-redeveloped Middlesex University campus in Hendon, North London.

Hendon is short distance from central London with great transport links – we are close to both Underground (Northern Line) and National Rail (Thameslink) stations, and have easy access to the North Circular, M1 and A5. There are also multiple bus services into central London and into the surrounding area.

Hendon has a great community feel, with shops, cafes, parks, banks and useful facilities within a short walk, as well as Brent Cross shopping centre. There are also catering options on campus, plus a recently refurbished gym and sports facilities.



COMMUNITY PARTNERSHIPS COORDINATOR



key information

Accountable to Student Communities & Development Manager

Responsible for Community Placement Assistants

Salary £24,000

Contract Full Time

Hours Minimum of 35 hours per week (evening work will be required)

Location Middlesex University Hendon campus, North London

Annual Leave 25 days, plus bank holidays and university closure periods

the role

The Community Partnerships Coordinator role is one at the fore front of the changing face of students unions. Two years ago MDXSU launched the Community Placement scheme. This initiative is the first of its kind and has linked Middlesex students with partner organisations in the local area to undertake short term, paid roles. These placements allow them to put into practise the skills they are learning through their academic programme, build their experience in a real world environment and to make a positive impact on their local community. It embeds work based learning alongside community organising techniques to help students develop themselves as active participants in wider society. Middlesex University are providing the funding for infrastructure to continue the scheme and the opportunities for the growth of this model are enormous.

You will take the lead in delivering the next stage of the Community Placement scheme. You will need to be innovative in sourcing and developing new opportunities from the local community. You will work autonomously and be able to engage effectively with key stakeholders.

We are looking highly organised individual who is able to take over and run the existing scheme, someone with the ability to move quickly to take advantage of rapidly emerging opportunities and the strong interpersonal skills to build and maintain relationships both on and off campus.

job purpose

1. Responsible for planning, delivering and evaluating MDXSU Community Placement scheme.
2. Responsible for leading on representing MDXSU in the local community and to other external organisations.
3. Contributing to the Student Communities & Development Team's strategic and operational planning.



key responsibilities

1. Responsible for planning, delivering and evaluating MDXSU Community Placement scheme.

- Source high quality placement opportunities from community partners that assist in developing student employability and satisfaction, with target of achieving 100 placements per year.
- Identify shared issues with community partners which will provide placement opportunities for students.
- Create content to promote and market effectively placement opportunities with support of Communications and Income team.
- Ensure that scheme stays within budget and lead on sourcing further funding opportunities.
- Gather relevant evidence; assisting in planning, delivering, monitoring and evaluating community placement scheme and feeding back to stakeholders such as MDXSU Trustee Board.
- Coordinate and assist with the compilation of evidence including: statistics, case studies, and examples of best practice in order to improve placement scheme.
- Handle own administration efficiently and develop administrative systems which ensure the smooth running of community placement scheme.
- Responsible for overseeing, supporting and developing student community placement assistants through formal one to one meetings and informal coaching.

2. Responsible for leading on representing MDXSU in the local community and to other external organisations.

- Identify and build links with organisations rooted in the local community groups, including faith groups, charities, businesses, social enterprises and campaign groups.
- Act as an effective and professional representative for MDXSU at all times.
- Support elected officers and student leaders and increase their individual and collective buy in to the placement scheme and in engaging in wider community issues related to MDXSU.
- Champion engagement with wider community and community organising techniques within MDXSU and Middlesex University.
- Work closely with wider team to support engagement with Citizens UK and associated community based campaigns.

3. Contribute to the Student Communities & Development Team's strategic and operational planning

- Contribute to strategic planning discussions by putting forward ideas for future of the campaigns and community partnerships work based on evidence.
- Review the success of community partnerships and keep a record of any recommendations for the future that arise.
- To support the work of the Student Communities & Development Team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
- To keep up to date with local, national and international developments in education and associated issues within the sector like welfare, accommodation and equality and develop expertise in 1 or more area of HE policy.
- To undertake such other duties as may be reasonably required as requested by the Student Communities & Development Manager.

CRITERIA	Requirement
QUALIFICATIONS	
Good general education, typically to the Higher/A level equivalent	Essential
University/College Degree	Desirable
EXPERIENCE	
Experience working with a wide range of diverse stakeholders	Essential
Experience of managing complex projects	Essential
Experience of working effectively as part of a team and using your own initiative	Essential
Experience of working to set budgets	Essential
Previous experience in a democratically led organisation	Desirable
Personal experience of further education and/or higher education	Desirable
Experience working with or managing volunteers	Desirable
KNOWLEDGE	
Good understanding of current issues and themes in higher Education and Students' Unions	Desirable
Good understanding of students' union governance structures	Desirable
Good understanding local and national social justice issues	Desirable
ATTRIBUTES/SKILLS	
Ability to quickly build relationships with others	Essential
Ability to recruit, support, motivate and empower others	Essential
Excellent planning, organisational and administrative skills – with a particular focus on attention to detail	Essential
Excellent communication skills - including written, telephone and face to face	Essential
IT competent with a working understanding of Microsoft Office and databases	Essential
Self-motivated with a strong work ethic	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
KEY COMPETENCIES	
Diligence and planning skills Communicating and persuading others Identifying and developing opportunities Focus on measuring impact and success Problem solving within large complex structures	

Application Deadline

Tuesday 23rd October at 9.00AM

Interview

Thursday 1st November

If you are interested in applying for this role please head to www.mdxsu.com/jobs and complete the Application Form and Equal Opportunities Monitoring Form by the deadline stated above.

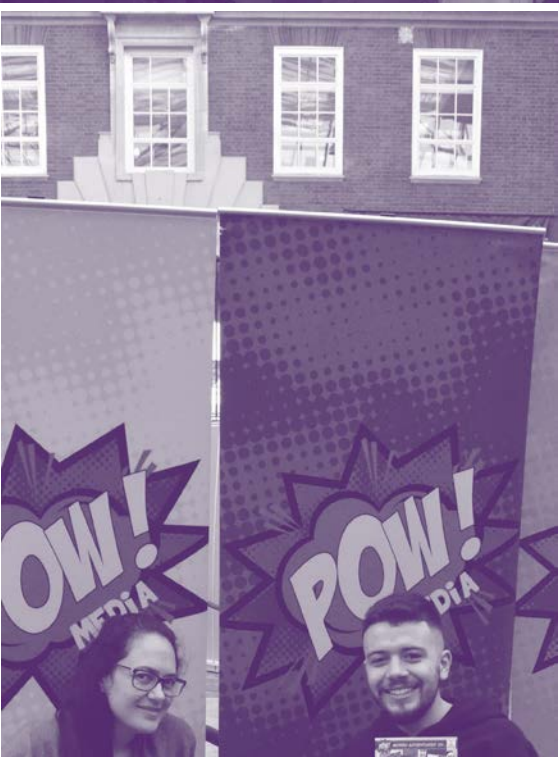
Once completed please send it to recruitment@mdxsu.com

We aim to ensure that the recruitment process is as inclusive as possible, please get in touch if you would like to discuss any access needs or need additional support through any stage of the process.

Key contacts

If you would like further information regarding the recruitment process. Please contact Yocana Vaz Da Cruz, HR and Office Coordinator (y.vazdacruz@mdx.ac.uk or call 020841 12309)

If you would like further information regarding the role please contact Rachael Wall, Student Communities & Development Manager (r.wall@mdx.ac.uk or call 020 8411 5059)



www.mdxsu.com/jobs

