



Civic Engagement and Volunteering Co-ordinator

£25,312 (£20,105.60 Pro Rata) *pay award pending*
28 hours per week
12 months fixed term

Passionate about volunteering, community and student experience? We have the perfect opportunity to support our volunteering offer for Hallam students.

Who we are

Here at Hallam Students' Union, we provide excellent services, opportunities, and facilities for its diverse membership of over 30,000 students. With students at the very heart of all we do, the Students' Union exists to represent students' academic interests, help them to look after their wellbeing and ensure we give our students the edge.

What's the job?

This role sits within the Social & Civic Engagement Team and supports the delivery of Hallam Students' Union's volunteering offer. The successful candidate will oversee the maintenance of the online volunteering brokerage platform, develop and maintain strong partnerships across the city with community organisation, as well as day-to-day administrative tasks and essential communication with both internal and external stakeholders.

Who you are:

We are looking for someone who has previous experience of Volunteer management or community engagement. The successful candidate will need to be excellent at partnership working, be organised and experienced in planning and delivering events, projects or activities. Experience with students/student leaders is not essential and can be learned through the role.

Why apply?

Apart from being paid for a job you will love, there are other benefits for joining us. We have a culturally diverse and progressive atmosphere; you will get generous paid holidays and flexible working patterns. We are professionals and take pride in the work that we do but we also do not take ourselves too seriously, so expect a casual dress code and work environment. You will also be eligible to apply for a TOTUM (NUS Extra) discount card, accessing a range of savings from leading retailers. Alongside that, we understand the value and importance of our staff continuously developing personally and professionally.

We're committed to equality of opportunity for all. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability status. We want to support diverse and inclusive work environments and are actively looking for people who share our values.

If you would like any further information or an informal enquiry about the role please contact Bex Powls, Head of Student Communities at R.Powls@shu.ac.uk

For further information and an application pack (please note we do not accept CVs without the supporting documents), please visit the Sheffield Hallam Students' Union website

<https://www.hallamstudentsunion.com/jobs-with-shusu/>.

Closing date for receipt of all applications is **Thursday, 30th July 2026.**

Interviews are currently planned to be held on **Tuesday, 11th August 2026.**