

Job Description: Community Organiser

Salary: £12.60 per hour

Working Pattern: Part-time at 8 hours a week, shift pattern to be discussed with your manager, may include evenings and weekends – flexible around university work

Responsible to: Student Rights Coordinator

Responsible for: N/A

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. Purpose of Post:

To work as a Community Organiser campaigning on behalf of and with their peers. To enact the Students' Union campaigning & civic engagement activity to support student need needs. To work both independently and as a team with other Community Organisers, Hallam Students' Union, students and external stakeholders in the community to improve on key issues affecting students.

2. Overview of Main Responsibilities

- To actively engage and inspire communities of students to act around their common concerns, motivating them to build their collective power and overcome social injustice.
- To reach out, listen, and facilitate discussion through on-campus activities and online, amplifying the student voice and turning feedback into action.
- To build individual relationships and diverse networks of students to form campaign teams to work towards change.
- To work broadly and build relationships with Citizens UK and other relevant external stakeholders to connect different communities with shared interests and concerns.
- To identify and empower student leaders and motivate them to believe in their ability to create change.
- To contribute to building a sense of belonging for students at Hallam.
- To play an active role in mobilising students in political lobbying and civic community activity.
- To deliver a report at the end of each semester on your activities and impact.
- To keep up to date with relevant liberation student issues, and work with liberation groups and empower them to stand up for their rights and take part in relevant projects and campaigns and research/feedback.

2 Represent Hallam Students' Union

- A commitment to respect, confidentiality and professionalism at all times of work, both with peers and with staff
- To come into the HSU when required for meetings, catch-ups etc.

3 Student Staff Common Requirements

- You may be asked to work key SU events & activity such as Welcome, Graduation or Democratic structures activity.
- A commitment to Hallam Students' Unions core values.

PERSON SPECIFICATION

Job Title: Community Organiser

1	Qualifications/Training		
1.1	Current Student at Sheffield Hallam University	E	A
2	Experience & Knowledge		
2.1	Experience of working with a variety of people from different backgrounds.	D	A/I
2.2	An interest in or experience of campaigning & community work, and enthusiasm for achieving meaningful change that positively impacts the lives of others.	E	A/I
2.3	An understanding of advocacy, campaigns and community organising.	D	A
2.4	Experience of actively engaging in the Hallam community, examples include but are not limited to societies, the representation system, political student groups, sports clubs.	E	A/T
3	Skills & Attributes		
3.1	Excellent organisational skills, attention to detail and the ability to prioritise workload and manage own time.	E	I
3.2	Have the confidence and enthusiasm to speak to and present ideas to colleagues at the Students Union to report information about their ongoing projects and campaigns.	D	T
3.3	Ability and confidence to work and communicate effectively with a diverse group of people, using both written and verbal communication skills.	E	A/T
3.4	Ability to confidently co-ordinate and plan a project or campaign.	E	T
3.5	Able to maintain up to date knowledge on current and key affairs, both social and political which impact Hallam students	D	I/T

3.6	Ability to be work well within a team and build strong working relationships with a wide range of people, including students and professional organisations.	E	A
3.7	Possess a genuine interest in making a positive contribution to the overall student experience at Sheffield Hallam Students' Union	E	A
3.8	Evidence of consistently maintaining and upholding commitments within a role (this could be a paid role, or a group project).	E	I

***A – Application, T – Task, I – Interview**