

# Fundraising and Volunteering Coordinator



# Welcome

We believe that students can and want to shape the communities they are part of for the better.

Through our student leaders and elected representatives, we create opportunities for students to come together and inspire them to make change and shape the world around them.

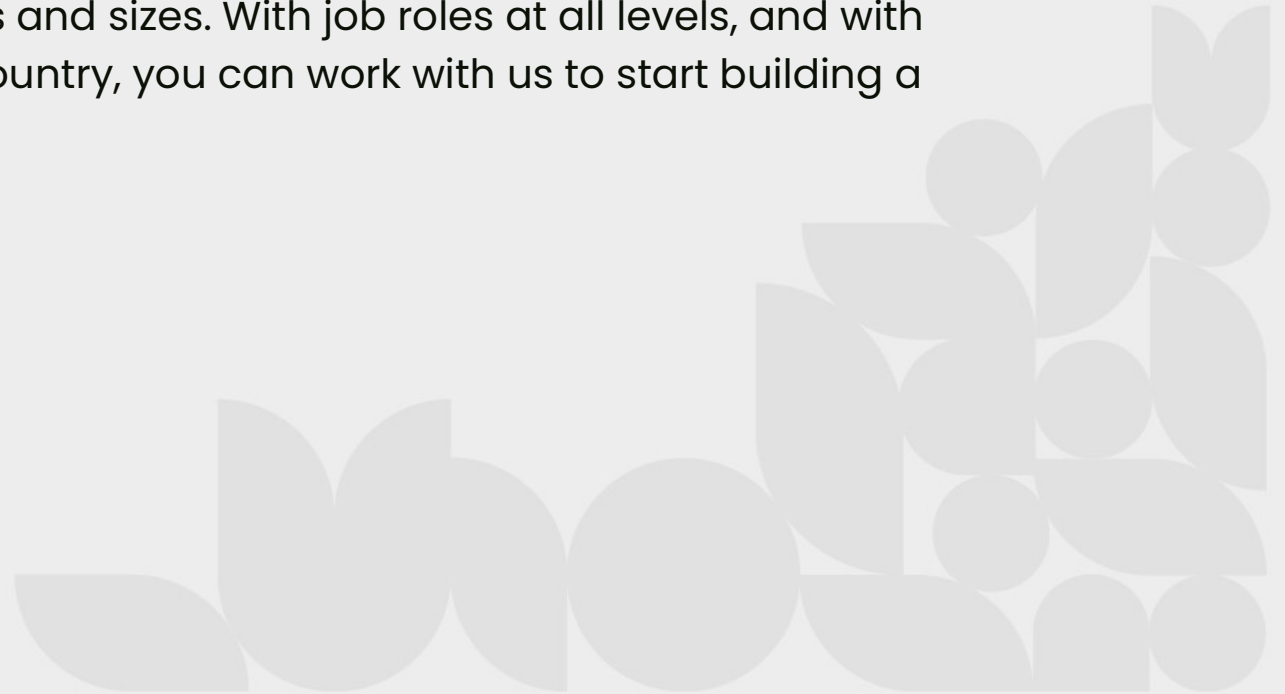
It's a seriously fun place to work, driven by our values with a diverse and international perspective, with a really supportive staff team and a focus on your development.

Students' unions come in all shapes and sizes. With job roles at all levels, and with more than 550 unions across the country, you can work with us to start building a career doing what you love.

Come join us!

Ryan Bird

Chief Executive



# What we do

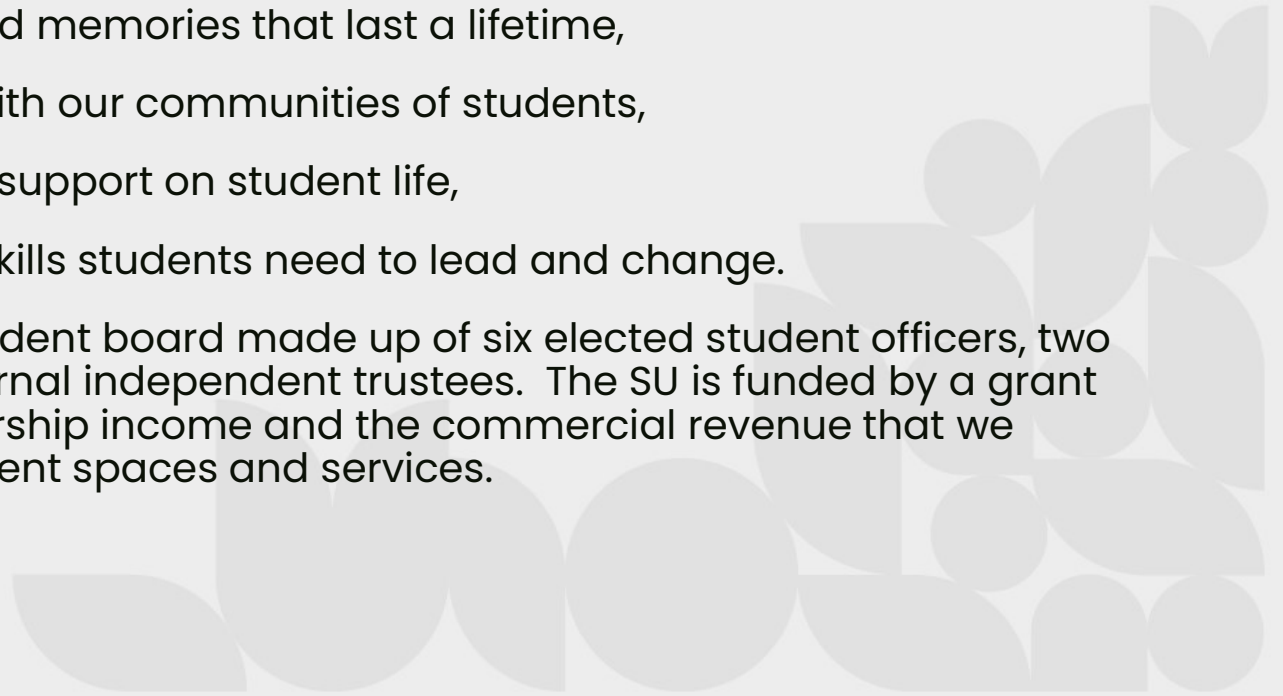
The SU *is* the body of students at the University of Bath. We believe that when students come together, they can shape the communities they are part of for the better. Through our student leaders and elected representatives, we grow and support communities of students as they provide opportunities for others and change the world around us for the better.

Together we: Promote student interest and welfare; Provide support and advice; Represent the student community with the University and others; Provide social, cultural, sporting and recreational activities.

How we do this is through student-led:

- Voice – helping students stand up, speak up and make their voice heard,
- Experiences – making friends and memories that last a lifetime,
- Groups – broadening horizons with our communities of students,
- Support – providing advice and support on student life,
- Development – developing the skills students need to lead and change.

Our work is overseen by an independent board made up of six elected student officers, two independent students and five external independent trustees. The SU is funded by a grant from the University of Bath, membership income and the commercial revenue that we generate through our range of student spaces and services.



## Summary of the job

<b>Salary</b>	<b>Starting from £26,038 p.a. (Grade 5)</b>
<b>Contract</b>	<b>Full Time</b>
<b>Working hours</b>	<b>36.5 hours per week</b>
<b>Location</b>	<b>University premises / WFH</b>
<b>Reporting to</b>	<b>Volunteer and Society Manager</b>
<b>Budget</b>	<b>Some oversight of budget allocation</b>

The volunteer department sits within the wider Students' Union Activities Office that supports student led volunteer, society and sport's activities. The successful candidate will be working alongside a part time Volunteering Coordinator and a part time Volunteering Administrator. The department facilitates and supports student involvement, leadership and personal development through volunteering and fundraising projects and involvement in external communities and organisations.

The role holder will support with the development of student-led volunteer groups and networking with organisations to provide opportunities for students across the institution. To include the delivery and development of student training needs and to provide support and guidance on volunteer and fundraising good practice.

The post holder will engage with other departments within the Students' Union and the University, as well as with the external community, to provide further opportunities for the student membership and identify future relationships.

## Role overview

Within the Activities team, the volunteering department specializes in connecting with the third sector and other local organisations, to research and promote volunteer opportunities for the student body and to enhance the development of our student leaders.

The coordinator will be required to build partnerships with internal teams (including student led groups) across the SU and the University, as well as networking across local charities, schools and other organisations, to create a culture of voluntary and social action.

The role will require you to mentor a large number of student groups (such as SU clubs and societies) so as to deliver successful fundraising events, to engage with RAG (the student led fundraising group) so as to develop their fundraising offer, monitor fundraising accounts, develop the use of the online fundraising platform, support groups with volunteer projects, contribute to the development of annual plans, train student leaders, support the delivery of The SU strategy and champion the values and cause of the organisation.

The Activities team consists of over 15 staff, supporting a variety of volunteer, society and sport activities and student led groups.

The role reports to the Volunteer and Society Manager.



# Main responsibilities

## **1 - Mentor and support student leaders to deliver community activity ( including fundraising), ensuring compliance with good practice, policies and legal requirements. (25%)**

- To provide key event and project management support for volunteer groups so that student leaders can deliver their events effectively and safely (both on and off campus) and within the SU's policies and procedures. This will include advising on event management, fundraising ideas and legal compliance, promotion, recruitment and partner relationships
- To monitor project and event progress to ensure correct processes are being followed, students are supported and volunteer and fundraising good practice is being adhered to.
- To provide and monitor health and safety guidance
- To provide information and guidance to potential student volunteers on a face to face basis and via web/email requests

## **2 – Networking and building relationships with stakeholders (20%)**

- To build networks and facilitate opportunities so that students can engage in a range of volunteer and fundraising schemes
- Be proactive in networking with departments and student groups within the SU, University and external community to develop ideas towards joint projects and to share good practice
- To promote the work of the student groups and the Activity area to University departments and external organisations
- To support the SU Activity Officer and Society and Volunteer Manager to develop the area
- Provide tailored advice and support to students and staff when delivering volunteer and fundraising activities
- Maintain regular communications with stakeholders to ensure they feel supported and informed

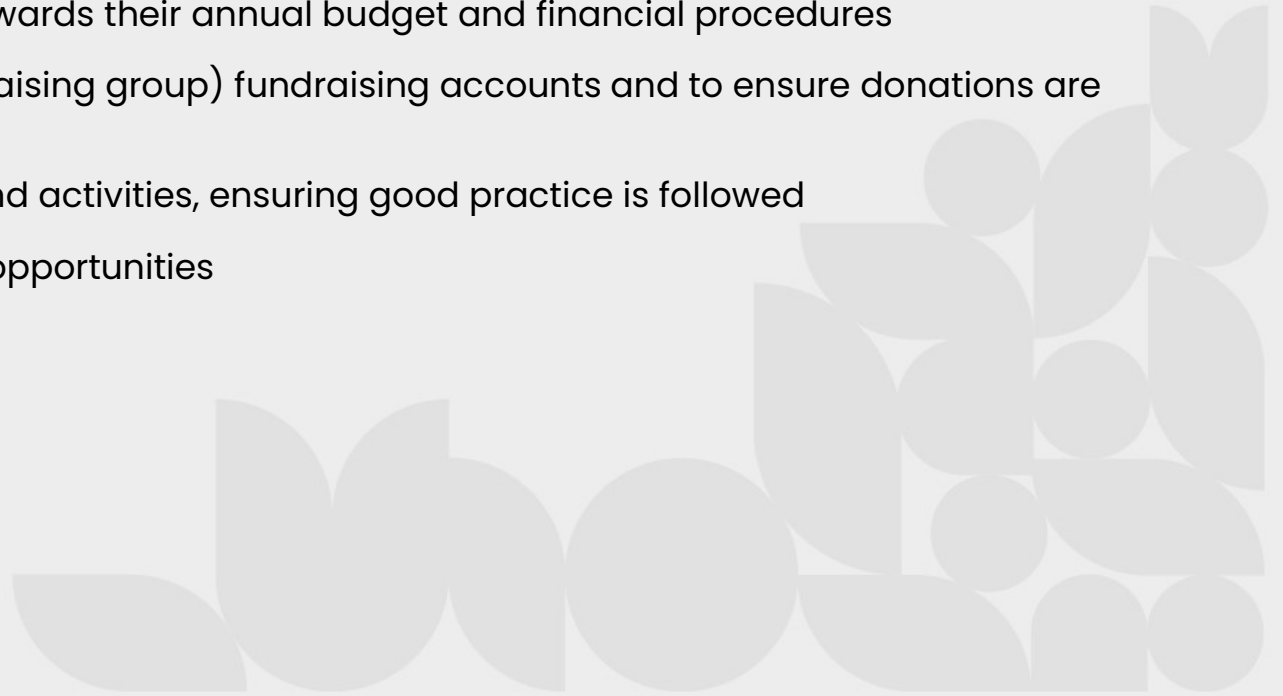
# Main responsibilities

## **3 - Training and Development (15%)**

- Develop the training offer to student leaders to include planning and delivering training where needed. This will include delivery of event management and fundraising training.
- Ensure student groups have access to the training they require in order to carry out their role effectively.
- Liaise with the Skills and Development team to suggest additional training needs as identified by the student groups

## **4 - Financial responsibilities (15%)**

- Provide student groups with support towards their annual budget and financial procedures
- Monitor the RAG ( the student led fundraising group) fundraising accounts and to ensure donations are being paid in a timely fashion
- Monitor financial planning for events and activities, ensuring good practice is followed
- Highlight sponsorship and fundraising opportunities



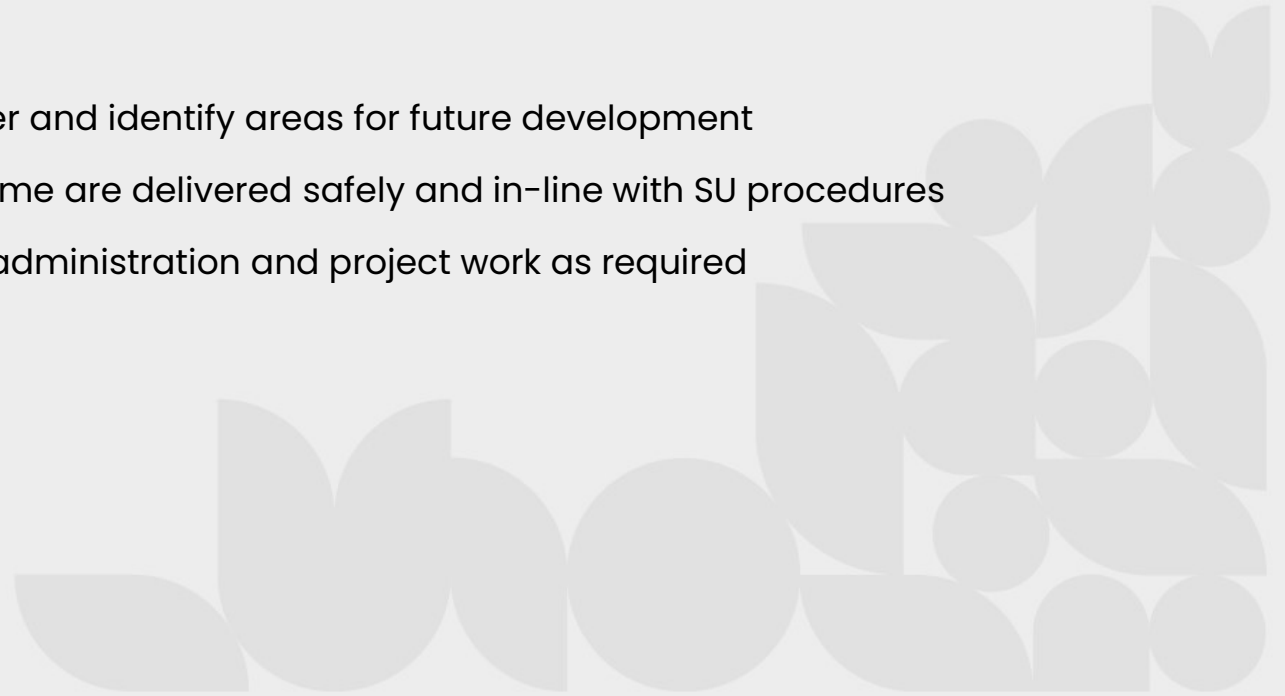
# Main responsibilities

## 5 – Marketing (15%)

- To promote the area to students, staff and the local community
- To market student volunteer opportunities to all students via social media, the website and other marketing tools
- To liaise with the SU's Marketing Department to ensure the volunteering webpages are up to date
- To liaise with the SU's Marketing Department to ensure student-led events are promoted effectively
- To develop content to support marketing and awareness of the area and volunteering opportunities

## 6 – General responsibility (10%)

- Monitor the impact of the volunteer offer and identify areas for future development
- Ensure that all activities in the programme are delivered safely and in-line with SU procedures
- Provide support to the SU Officers with administration and project work as required





# About you

**To be successful in this role, these are the things that will matter most:**

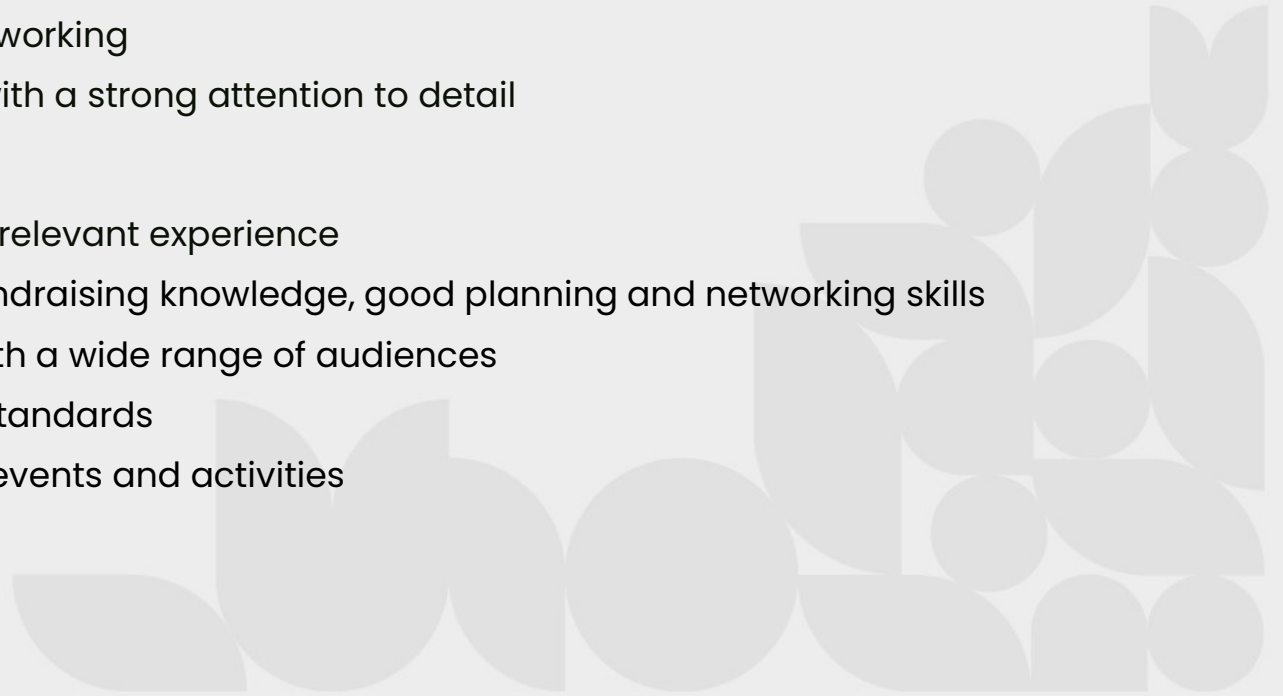
- Ability to be student-led and empathy with the cause, mission and values of The SU
- Understanding what a membership led organisation means
- Flexible with an ability to prioritise and get things done in a busy environment

**Essential behavioural competencies:**

- Works under own initiative to deliver objectives to agreed targets and a high standard
- Manages time, workload and priorities according to strategic need
- Ability to form and maintain effective partnerships, including within the team
- Open, flexible and transparent ways of working
- Creativity and innovation within work, with a strong attention to detail

**Skills and experience:**

- Educated to degree level or equivalent relevant experience
- Events or project management, with fundraising knowledge, good planning and networking skills
- Ability to communicate and engage with a wide range of audiences
- Producing engaging content to brand standards
- Supervision of people in the delivery of events and activities



## Other benefits

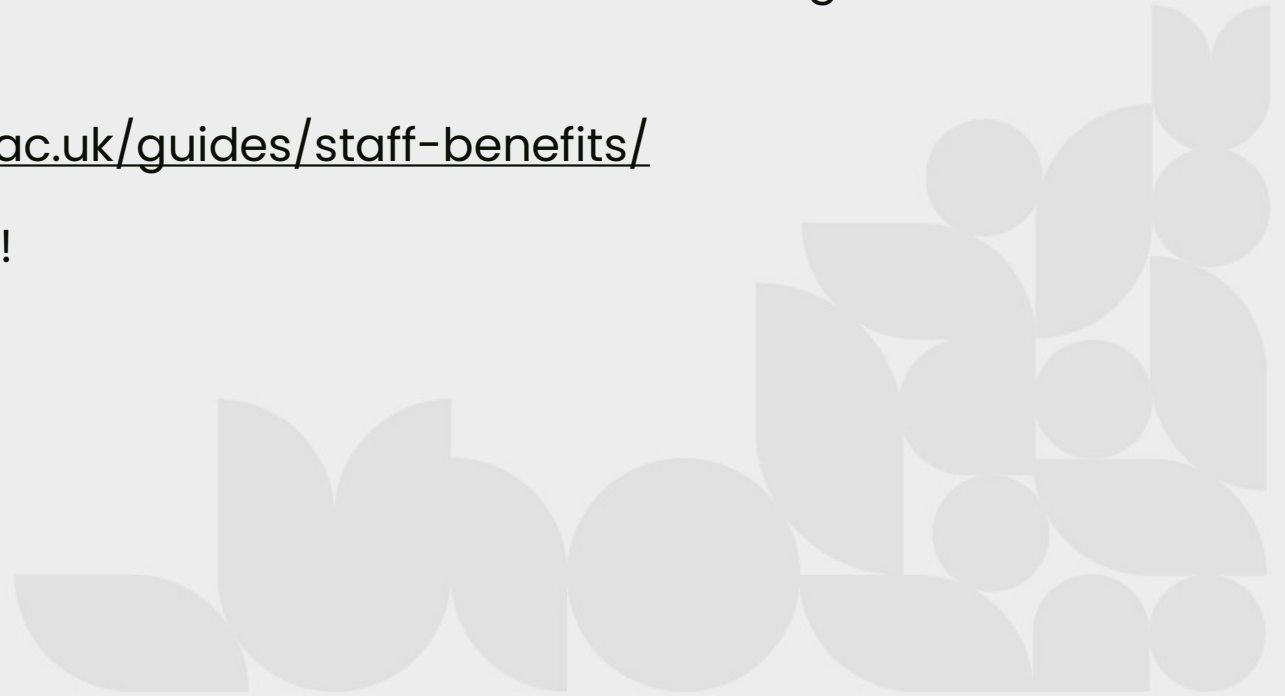
We offer competitive salaries, a vibrant and fun working environment and flexible working to enable your work-life balance.

We offer more than just a “job”; we offer career opportunities for committed and ambitious people to help shape our organisation and the lives of the students we represent.

Our staff enjoy a safe and pleasant working environment, with a variety of benefits encompassing pay, generous pension and work-life balance, along with excellent facilities on campus.

You can find out more at: [bath.ac.uk/guides/staff-benefits/](https://bath.ac.uk/guides/staff-benefits/)

Join us and be part of our story!



# How to apply

## Find out more

For more information and an informal chat about the role please contact:

Anna Boneham, Volunteer and Society Manager, 01225 383198 , [susao@bath.ac.uk](mailto:susao@bath.ac.uk)

## How to apply

Applications are online. To apply for this role, please visit the job posting at:

[thesubath.com/careers/](https://thesubath.com/careers/)



# Thank you.

[thesu@bath.ac.uk](mailto:thesu@bath.ac.uk)

01225 38 3800

[thesubath.com](http://thesubath.com)

 @thesubath  @thesubath  @thesubath

