



JOB DESCRIPTION

JOB TITLE:	Student Engagement and Wellbeing Co-Ordinator
LOCATION:	Regional - Regular travel to all NESCol campuses
GRADE:	Grade 5
LINE MANAGER:	Student Engagement and Wellbeing Manager
APPRAISER:	Student Engagement and Wellbeing Manager

Main Functions:

1. To coordinate and deliver student engagement and wellbeing mechanisms and activities across North East Scotland College including the Class Representative System, Executive Officers and student volunteers.
2. Work within the Student Engagement and Wellbeing Team and in partnership with the Students' Association to deliver events, projects and initiatives that enhance the overall student experience ensuring students have meaningful opportunities to shape their learning experience,
3. Influence College decision-making and actively participate in College life.

Main Duties – Generic

1. To implement College policies, particularly those relating to inclusive practice, equality and diversity.
2. To implement Health and Safety and security measures in accordance with statutory and College requirements.
3. To develop effective working relationships internally and, where appropriate, with external partners.
4. To support effective quality assurance and quality improvement arrangements in the area of responsibility and constantly seek to identify and adopt best practice approaches
5. To participate in team and departmental meetings.
6. To participate in the College's staff appraisal/performance management scheme and professional development arrangements
7. To comply with the College Data Protection Policy when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, student, customer, client, supplier or agent of the College.
8. To comply with the College's I.T. Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/Destruction Procedure

Main Duties – Specific

1. To coordinate and develop the Students' Association's representative and democratic structures, including the Class Representative System, Executive Officers, Student Elections and student volunteers, ensuring effective student representation across all campuses.
2. To recruit, train, support and develop Class Representatives, Executive Officers and student volunteers.
3. To coordinate and deliver student engagement activities, campaigns, consultations, focus groups, events and student-led projects that enhance the student experience.
4. To provide day-to-day support and guidance for elected Student Presidents, enabling them to effectively undertake their representative responsibilities and deliver their manifesto priorities, campaigns and student engagement activities.
5. To coordinate opportunities for students to contribute to quality enhancement activity, supporting student voice to inform institutional decision-making and continuous improvement.
6. To represent the Students' Association and student voice on College committees, working groups and other internal or external meetings as required.
7. To support the participation of underrepresented student groups by developing inclusive opportunities for engagement, representation and participation.
8. To coordinate the planning, delivery and evaluation of Students' Association activities, events, campaigns and projects across all campuses, ensuring they meet identified student needs.
9. To coordinate and support the delivery of student wellbeing initiatives and campaigns that contribute positively to student wellbeing, retention, success and sense of belonging.
10. To monitor participation, engagement and performance data, producing reports and using evidence to inform future planning, service development and continuous improvement.

Note

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of them and which form part of the function of the post.

PERSON SPECIFICATION

Qualifications

1. Educated to SCQF Level 8 or equivalent professional experience.
2. Evidence of continuing professional development.

Experience

1. Experience of working within a further or higher education environment.
2. Experience of supporting or working directly with students, volunteers or service users.*
3. Experience of working with underrepresented or seldom-heard groups.*
4. Experience of delivering student engagement, wellbeing or community engagement activities and initiatives.
5. Experience of supporting democratic structures, representative systems or student voice activities.
6. Experience of developing and delivering accessible and inclusive training, workshops or group activities.*
7. Experience of organising and delivering events, projects or campaigns.*
8. Experience of working collaboratively with a range of stakeholders.
9. Experience of collecting, analysing and reporting feedback and evaluation data.

Knowledge

1. Knowledge of the Scottish further education sector.
2. Knowledge of student engagement, representation and partnership working.
3. Knowledge of Students' Associations democratic processes and governance structures*
4. Knowledge and understanding of issues impacting students and the importance of student voice*
5. Knowledge of equality, diversity and inclusion principles.

Skills

1. Excellent communication and interpersonal skills.
2. Strong organisational and project coordination skills.
3. Ability to build positive relationships with students, staff and external partners.
4. Ability to facilitate meetings, workshops and training sessions.
5. Ability to analyse information and produce reports and recommendations.
6. Ability to work independently and prioritise competing demands.
7. Excellent digital skills including Microsoft Office applications
8. Ability to motivate, support and develop others.

Personal Qualities

1. Self-motivated and proactive.
2. Commitment to improving the student experience and championing student voice
3. Commitment to equality, diversity and inclusion.
4. Ability to work collaboratively and build effective relationships.
5. Flexible and responsive approach to work.
6. Commitment to continuous improvement.

Additional Requirements

1. Ability to travel regularly between College campuses.
2. Ability to work flexibly, including occasional evening and weekend work.
3. Commitment to the College's vision, values and strategic priorities.

