

**JOB DESCRIPTION**

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| **Job Title** | Student & Community Development Officer |
| **Service** | East London Sport |
| **Grade**  | **D** |
| **Location**  | Docklands |
| **Reporting to** | Student Workforce and Community Engagement Manager |
| **Responsible for** | Student volunteers and ambassadors, SIYF Operations Assistant |
| **Liaison with** | Work-Based Learning & Employability Manager (Sport)**,** relevant staff in Schools and Services, other external stakeholder and key partners |
| **Contract type** | **Fixed Term for 24 months****Full time, 35 hours per week** |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-), orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

We have identified sport as a key vehicle and transformational tool to make positive changes to the lives of individuals and communities. Our [East London Global Sports Strategy](https://www.uel.ac.uk/sport/east-london-global-sport-strategy) identifies six key themes that we are committing to in order to make a positive impact to our communities through sport.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**JOB PURPOSE**

This post holder will be responsible for delivering the ‘Sport In Your Futures’ programme while supporting the development of the student workforce and East London Sports’ impact within the local community.

**KEY DUTIES AND RESPONSIBILITIES**

* Lead the operational delivery of the East London SportInYourFutures programme, ensuring effective student involvement in work-based learning and community activities.
* Assist in the development of community projects, events, and initiatives, supporting the manager in increasing local community engagement with East London Sport.
* Work with the East London Sport marketing team to promote community programmes and increase awareness of work-based learning opportunities
* Help to coordinate all internal work-based learning opportunities within the East London Sport service and its programmes.
* Assist in the collection of data and research opportunities, to understand the impact of East London Sport’s community programmes on the local community and student workforce.
* Actively record & monitor student engagement with work-based learning across the service, using central University systems and platforms where possible.
* Actively engage with the University Global Sports Strategy and Vision 2028, where

relevant to the scope of this role.

* Take a flexible approach to work, where attendance during early mornings, evenings, weekends and work at both University campus and external locations may be required.
* To undertake additional duties appropriate with the grade of the position as may be required by the Student Workforce and Community Engagement Manager.

The duties and responsibilities outlined above provide a general overview of the range of tasks that a **Student & Community Development Officer** at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Experience of coordinating and leading volunteers (A/I)
* Experience of working collaboratively with multiple organisations (A/I)
* Experience of event day leadership and organisation (A/I)
* Knowledge/experience of project-based administration (A/I)

**Desirable**

* Experience within a high performance, development or educational sports setting (A/I)
* Understanding of barriers and resolutions to encourage and motivate student engagement in work-based learning (A/I)

**COMPETENCIES REQUIRED**

**Essential criteria;**

* Ability to effectively manage time between multiple projects and re-allocate time to meet deadlines when needed (A/I)
* Excellent interpersonal, verbal and written communication skills (A/I)
* Attention to detail and accuracy and
* ability to deal with sensitive and confidential data (A/I)
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (A/I).
* Commitment to professional development of self and others (A/I).

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* A degree and/or equivalent experience (A/C)

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

T = Test