

# **Job Description & Person Specification: Student Engagement Manager – Activities & Events**

Salary: £30,406 (Grade 5a)

Hours: Full time (35 hours per week)

Reporting to: Head of Membership Services

## **About the Students' Union**

Edge Hill Students' Union works with students to make their university experience all they want it to be.

Whatever a students' needs, situation or background; we empower them through partnership.

We deliver events, empower societies, and support individuals with whatever they need to have a great experience whilst fulfilling their ambitions.

We bring creativity, innovation and freedom to the student community, and work with Edge Hill to bring about our shared goal of enabling every student to be the best version of themselves.

## **About the Role**

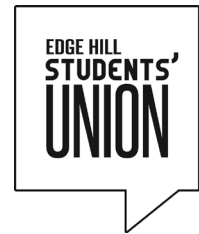
This role delivers on all aspects of object 4.3 of the Students' Union Constitution: "Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students."

The Student Engagement Manager – Activities & Events is responsible for developing, leading, and evaluating the Union's extra-curricular activities offer, creating a rich, vibrant and participatory student experience outside the classroom. This includes student groups (e.g., societies, communities), events, BUCS competitive & recreational sport, and forums for student-led discussion and cultural expression.

You will ensure that the Union provides diverse and inclusive opportunities that support students' personal development, promote community, and foster wellbeing.

## **About You**

You are an experienced and confident people manager with a proven ability to lead, motivate and develop teams. You thrive in dynamic environments and can



turn strategic priorities into impactful, well-executed plans that drive meaningful engagement and growth.

You'll bring exceptional communication and interpersonal skills, using your ability to influence, negotiate, and build trust to develop strong partnerships with a wide range of stakeholders – from students and university staff to external organisations.

You're approachable, proactive, and passionate about creating inclusive opportunities that empower students to shape their own experiences and reach their potential.

## **Main Responsibilities**

### **Strategic Development**

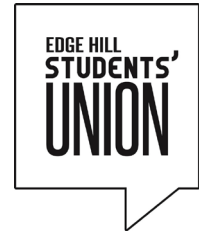
- Lead the development and delivery of the SU's activities offer including societies, cultural events, competitive & recreational sports, and opportunities for personal development.
- Develop and deliver a long-term strategy for extra-curricular engagement which maps to the university graduate attributes in line with SU strategy and object 4.3 of the Students' Union constitutional document.
- Identify emerging trends and student needs through research, consultation and sector insight.

### **Operational Delivery**

- Oversee a year-round calendar of student-led and SU-led events and activities. This calendar will consist of daily, weekly and monthly (and more) events programmes, as well as annual big-ticket events including Freshers, annual awards, and cultural observances.
- Responsibility for delivery on a number of projects derived from the SU strategic objectives (e.g., student volunteering, community engagement, Green Impact)
- Manage the SU's sports club programme, ensuring good governance, funding, and committee support.
- Support the creation and development of student societies and recreational groups, ensuring a fair and inclusive process.
- Ensure all activities are risk-assessed and delivered in line with policies and legislation.
- Develop systems and policies to support effective administration and delivery of student-led events, societies, and sport.

### **Support and Training**

- Provide training and mentoring to student leaders, society committees, and sports club teams.



- Develop resources and workshops to enable successful event planning, club management, and campaign delivery.
- Empower students to lead initiatives that reflect their interests and identities, while promoting wellbeing and community.

### **Leadership and Team Management**

- Provide management, coaching and development for student groups responsible for activities, societies, and sport.
- Foster a collaborative and inclusive working environment focused on student empowerment.
- Monitor and report on participation data and impact measures to internal and external stakeholders.

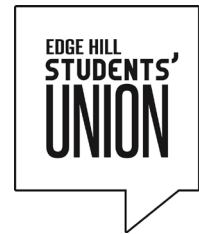
### **Partnerships and Stakeholder Engagement**

- Work in close partnership with University departments (e.g. Sport, Student Services, Facilities Management) and external providers to enhance the student experience.
- Represent the Students' Union in student sport and BUCS-related forums.
- Work closely with the SU's communications team to ensure activities are effectively promoted and accessible.

This list is not exhaustive and other duties commensurate with the role may be assigned at the discretion of the Senior Leadership Team. The role may involve occasional evening and weekend working.

(Assessment Criteria: A = Application, I = Interview, P = Presentation, T = Test)

Person Specification				
Qualifications		Essential	Desirable	Assessment Criteria
1	Good general education, typically to degree standard (or equivalent professional experience)	*		A
2	Leadership or project management qualification		*	A
Experience		Essential	Desirable	Assessment Criteria
3	Experience of managing or supporting student-led groups, societies or sports clubs	*		A/I
4	Proven experience in event planning, delivery, and evaluation	*		A/I
5	Experience managing staff or volunteers, including performance development	*		A/I
6	Experience developing operational plans to support strategic goals	*		A/I
7	Budget and resource management experience	*		A/I
8	Experience building collaborative relationships with a range of stakeholders and working with diverse student groups promoting inclusion	*		A/I
Skills & Knowledge		Essential	Desirable	Assessment Criteria
9	Strong leadership skills, with the ability to inspire, motivate, and develop individuals and teams	*		A/I
10	Ability to manage complex projects, priorities, and competing deadlines. Excellent skills in time management and organisation.	*		A/I
11	Strong communication, negotiation, and influencing skills	*		I
12	Confident in using data to evaluate impact and drive improvement and proficient in Microsoft Office and use of digital tools for planning, reporting and communication	*		A/I
13	Understanding of safeguarding, risk management, and health and safety legislation	*		A/I
14	Able to think strategically and translate that thinking into operational plans that reflect an organisation's values.	*		I
Values & Behaviours		Essential	Desirable	Assessment Criteria
15	A commitment to the values of student leadership, empowerment and inclusivity	*		I
16	Resilient, steadfast, and open to working in an environment of growth and change.	*		I
17	Positive, proactive, and solutions-focused approach	*		I
18	Collaborative and flexible with a 'can-do' attitude	*		I
19	Able to uphold the values of the Students' Union, demonstrating high standards of integrity, accountability, respect for others, courtesy, and professionalism.	*		I



20	Passionate about working in a democratic environment that is led by students.	*		I
21	Actively committed to the growth of equality of opportunity and diversity.	*		I

**Signed (Employee)**

**Print Name**

**Date**

**Signed (Employer)**

**Print Name**

**Date**