



*The University Of Birmingham Guild Of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.*

## Student Group Coordinator (MedSoc)

**£20,462 gross per annum – 35.5 hours per week**

The Guild is looking to recruit a Student Group Coordinator (MedSoc) to promote and support students to participate in student-led groups and volunteering activities to maximize their enjoyment, potential and sense of community.

Working within the Guild's Job, Skills and Volunteering team, this role will support the activities of the University of Birmingham Medical Society (MedSoc). Within MedSoc there are a wide variety of societies ranging from sports clubs to performance groups that this role will support.

You will support the administration of each society's finances, relevant training and provide support with risk assessments, activity planning and governance.

You will have knowledge and experience of coordinating and supporting events and activities; and be able to take a constructive approach to solving problems. As an excellent communicator, you will also have experience of developing and building relationships with a range of stakeholders to deliver objectives.

**Closing date for applications: Thursday 9th January 2020 9:00am**

**For application packs please visit:**

<https://www.guildofstudents.com/about/your-union/workwithus/currentvacancies/>

**or email:** [staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk)



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