



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 Groups Coordinator (Support)

£20,820 gross per annum – 35.5 hours per week

This role is part of the Student Groups department working collectively with colleagues delivering the Guild's student groups, societies, activities and volunteering work as part the Engagement Directorate.

The Student Group (Support) role is to develop the capacity of the student groups within the Guild to enable the students to maximise their potential. The support will include the administration of relevant training, tailored support for specific initiatives and assisting groups to plan for their year through attracting membership and delivering their activities.

We are looking for someone who has experience of dealing with customers both face-to-face and online, over the telephone and via e-mail, has twelve months relevant experience in an administrative role with responsibility for managing and developing administrative systems along with experience of developing relationships with students and stakeholders to deliver objectives.

Closing date for applications for all roles: - Tuesday 10th November 2020 at 9.00am

For application packs please visit: <http://www.guildofstudents.com/about/your-union/workwithus>

or email: staffing@guild.bham.ac.uk



Make the most of University life!

