

Post:	Student Belonging Co-ordinator
Department:	Activities Department
Hours of Work:	35 hours per week, normally 9am to 5pm, Monday to Friday. You may choose to opt into the Flexi-Time Policy and work from home at least one day per week.
	The post holder will be required at times to be flexible to meet organisational need.
Grade:	AP2 + £3,500 (London Weighting)
Based:	GCU London Campus, Spitalfields, London.
Purpose:	The purpose of this post is to enhance the GCU student experience through the delivery of services and activities, to ensure students are signposted to support and are enrolled on the Student Leaders Programme and to nurture a sense of belonging on the London Campus

The post holder will be required to travel to the Glasgow Campus for their induction and other annual activities.

Job Description:

1. Events and Activities on the London Campus

- a) To lead on the delivery of Freshers Week(s), in conjunction with GCU London colleagues, and the delivery of induction workshops for each programme on the London Campus.
- b) To recruit, co-ordinate and support student volunteers to deliver social events and activities on the London Campus to create a sense of belonging and reduce loneliness.
- c) To lead on the organisation, promotion and delivery of Students' Association events and activities on the London Campus. This includes meeting attendance targets and working within the budget.
- d) To liaise and where relevant work in partnership with other university satellite campuses and external organisations on student engagement activities and events.
- e) Through liaising with relevant colleagues to lead on the annual visits of the Full Time Officers to the London Campus.
- f) To co-ordinate the delivery of a peer support programme for students on the London Campus.
- g) To encourage the formation of student societies on the London Campus, including course-based societies. This includes signposting to the Societies Co-ordinator for the starter process, training and funding.
- h) To collaborate with Students' Association colleagues on the STAR Awards for the London Campus.

2. Advice Work

- a) To provide initial advice and guidance to students on academic and non-academic matters, recording enquiries on Advice Pro and signposting students to a Student Adviser for ongoing support, such as casework.
- b) The distribution of free condoms and sanitary products to students on the London Campus.

3. Student Leaders Programme

- a) To promote the Student Leaders Programme to all GCU students.
- b) To meet the annual recruitment and completion targets for students on the programme.
- c) To update enrolment information from GCU Learn onto our website platform.
- d) When required, to co-ordinate the production of physical completion certificates.
- e) To work with relevant colleagues and external partners on the ongoing update of the programme on GCU Learn.

4. Communication

- a) To co-ordinate the all student emails for students studying on the London Campus and manage relevant social media accounts and other London specific comms as required, working within the Communications Strategy.

5. General

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To deliver and develop targets outlined in the Strategic Plan.
- c) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Activities Manager or Chief Executive.
- d) To support programmes and projects within the Students' Association such as elections, accreditations, community engagement, annual award and recognition events, Full Time Officer induction, volunteer training and freshers.
- e) To update the Association website and GCU Learn as and when necessary.
- f) To manage budgets, as and when required.
- g) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor. This includes responsibilities as a Risk Assessor.
- h) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance or with any other Students' Association Policy passed at Caledonian Student Voice.
- i) To attend any meetings as and when requested and produce reports as required.
- j) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- k) To portray the Students' Association in a positive, proactive and professional manner.
- l) To undertake personal and professional development activities as agreed by the Chief Executive.

Responsible to:

- The Activities Manager for HR and line management.
- The Executive Committee and Trustee Board for policy and strategy.

May 2026

Person Specification: Student Belonging Co-ordinator	E	D	Tested By
QUALIFICATIONS			
Educated to degree level or equivalent relevant experience	✓		AF/E
KNOWLEDGE AND EXPERIENCE			
Experience of being a volunteer	✓		AF/I
Experience of supporting volunteers		✓	AF/I
Experience of supporting individuals by providing information and advice		✓	AF/I
Knowledge of issues affecting the student learning and teaching experience from students with different modes of study		✓	AF/I
Experience of project work	✓		AF/I
Experience of report writing	✓		AF/I
Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel)	✓		AF/I
Experience of delivering training		✓	AF/I
Experience of organising successful events	✓		AF/I
SKILLS AND ABILITIES			
Ability to work with minimum supervision in a busy environment to meet deadlines	✓		AF/I
Student (member, client or customer) focused	✓		AF/I
Excellent people skills	✓		AF/I
Ability to use your own initiative	✓		AF/I
Adaptable and flexible in modifying work in order to achieve the best results	✓		AF/I
Excellent verbal and written communications to a wide range of people	✓		AF/I
Pays attention to detail and produces work to a high standard	✓		AF/I
Understanding and commitment to equality and diversity	✓		AF/I
Desire to work within a democratic student led environment	✓		AF/I

AF Application Form

I Interview

T Test

E Evidence

P Presentation