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**JOB DESCRIPTION**

**JOB TITLE:** International Student Community Organiser (current student)

**RESPONSIBLE TO:** Head of Student Voice

**SALARY:**  Real Living Wage currently £12 ph

**HOURS:** 10 hours per week to be worked flexibly in negotiation with line manager.

**DATE OF WRITING:** 1st October 2024

**PURPOSE OF ROLE**

To listen and engage with a broad range of international students, identifying leaders and working with them to build their collective and individual power, tackle issues, improve students’ feelings of belonging at Aberystwyth University and make positive change happen.

**DUTIES AND RESPONSIBILITIES**

1. **Community organising:**
* To actively engage and inspire communities of international students to act around their common concerns, motivating them to build their collective power and overcome social injustice.
* To reach out, listen, and facilitate discussion through on-campus activities and online Student Communities, amplifying the student voice and turning feedback into action.
* To build relationships and connect different communities with shared interests and concerns.
* To work broadly and build relationships with the Citizens Cymru Wales alliance.
* To identify student leaders and motivate them to believe in their ability to create change.
* To contribute to building a sense of belonging for students at Aberystwyth University
* To help facilitate the organisation of social opportunities and activities across our international communities.
* To support the delivery of training to student leaders, alongside colleagues in the Student Voice Team
* To deliver a report at the end of each semester on your activities and impact.

**2: Other Duties:**

* To positively promote and uphold the values and policies of Undeb Aberystwyth.
* To be an advocate for Undeb Aberystwyth and our work, locally, regionally and nationally as opportunities arise.
* To work within the terms of the governing documents of the Union, principally the Constitution.
* To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
* To assist in key Students’ Union events throughout the year including Welcome Week & Elections
* Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff
* To demonstrate Students’ Union behaviours & standards in daily working life

**CHANGES TO JOB DESCRIPTION**

This job description may be subject to modification or amendment at any time following consultation with the post holder.

*This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder’s duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.*

**PERSON SPECIFICATION – STUDENT COMMUNITY ORGANISER**

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| **CRITERIA** | **Requirement** | **Application** | **Interview** |
| **QUALIFICATIONS** |  |  |  |
| Must be a current Aberystwyth University Student | Essential | √ |  |
| **EXPERIENCE/KNOWLEDGE** |  |  |  |
| An interest in or experience of campaigning, and enthusiasm for achieving meaningful change that positively impacts the lives of others | Essential | √ | √ |
| Understanding of current issues and themes in Higher Education and/or Students’ Unions | Desirable | √ | √ |
| **ATTRIBUTES/SKILLS** |  |  |  |
| Able to create and maintain strong working relationships with a diverse range of individuals. | Essential | √ | √ |
| A confident and engaging communicator, both digitally and in person, with a high standard of oral and written communication, and the ability to write clear and concise reports. | Essential | √ | √ |
| A high standard of organisational and administrative skills with the ability to work on your own initiative, without direct supervision. | Essential | √ | √ |
| Competent in the use of digital platforms and software including Microsoft Teams, Microsoft Office, and social media. | Essential | √ | √ |
| Ability to promote a positive image of Undeb Aberystwyth | Essential | √ | √ |
| The ability to work effectively in a team and own initiative | Essential | √ | √ |
| Self-motivated with a ‘can do’ attitude  | Essential | √ | √ |
| Friendly and approachable manner | Essential |  | √ |
| Calm disposition especially under pressure and able to overcome challenges or problems in a constructive manner | Essential |  | √ |
| Understanding and commitment to promoting equality and diversity and inclusive practices | Essential | √ |  |
| Commitment to upholding the Students’ Union values | Essential | √ |  |
| Excellent communication skills | Essential | √ | √ |
| Ability to communicate fluently through the medium of Welsh | Essential | √ | √ |