



CHESTER
STUDENTS'
UNION



RECRUITMENT ———

PACK

Student Groups Coordinator

37 hours per week

Deadline: 5pm on 25th August 2025

Interviews: 2nd September 2025



www.chestersu.com



Parkgate Road, Chester CH1 4BJ



csu@chester.ac.uk



Are you passionate about helping students make the most of their time at university? Do you love the idea of working in a team that brings people together, builds communities, and creates unforgettable experiences? Then you might be just who we're looking for.

Chester Students' Union (CSU) is looking for a motivated and organised individual to join our team as Student Groups Coordinator. You'll play a key role in supporting our 75+ student-led societies - helping them to set up, grow, and run engaging activities that bring people together. From delivering training and guidance to student leaders, to ensuring groups have access to the resources they need, you'll be at the heart of our thriving student community.

We're proud to be a Union that's proactive, collaborative, and inclusive, and we've got the results to back it up. Over the past year, we've seen massive growth across all of our service areas, especially in our Opportunities Team:

- 75 student-led societies (up by 28%)
- 244 students in leadership roles (up by 37%)
- 1,568 society members (up by 41%)
- 8,596 people attending our community events (up by 210%)
- 74% of CSU event attendees said they made a new friend





At CSU, we support over 15,000 students studying across Chester, Warrington, and Birkenhead. Everything we do is built around four key pillars: Advice, Opportunities, Voice, and Democracy. Whether we're offering academic support, giving students the chance to lead and grow, or making sure their voices shape the future of the University - we're all about helping our students to thrive.

If you love working with students and want to be part of a team that makes a real impact, we'd love to hear from you. Come join a team that's making a real difference and helping students feel connected, supported, and empowered.

We are CSU. Come be a part of it.



Lily Watson
President



Luis Martell Correia
VP Education



Will Gaines
VP Student Life



Jamie Morris
CEO



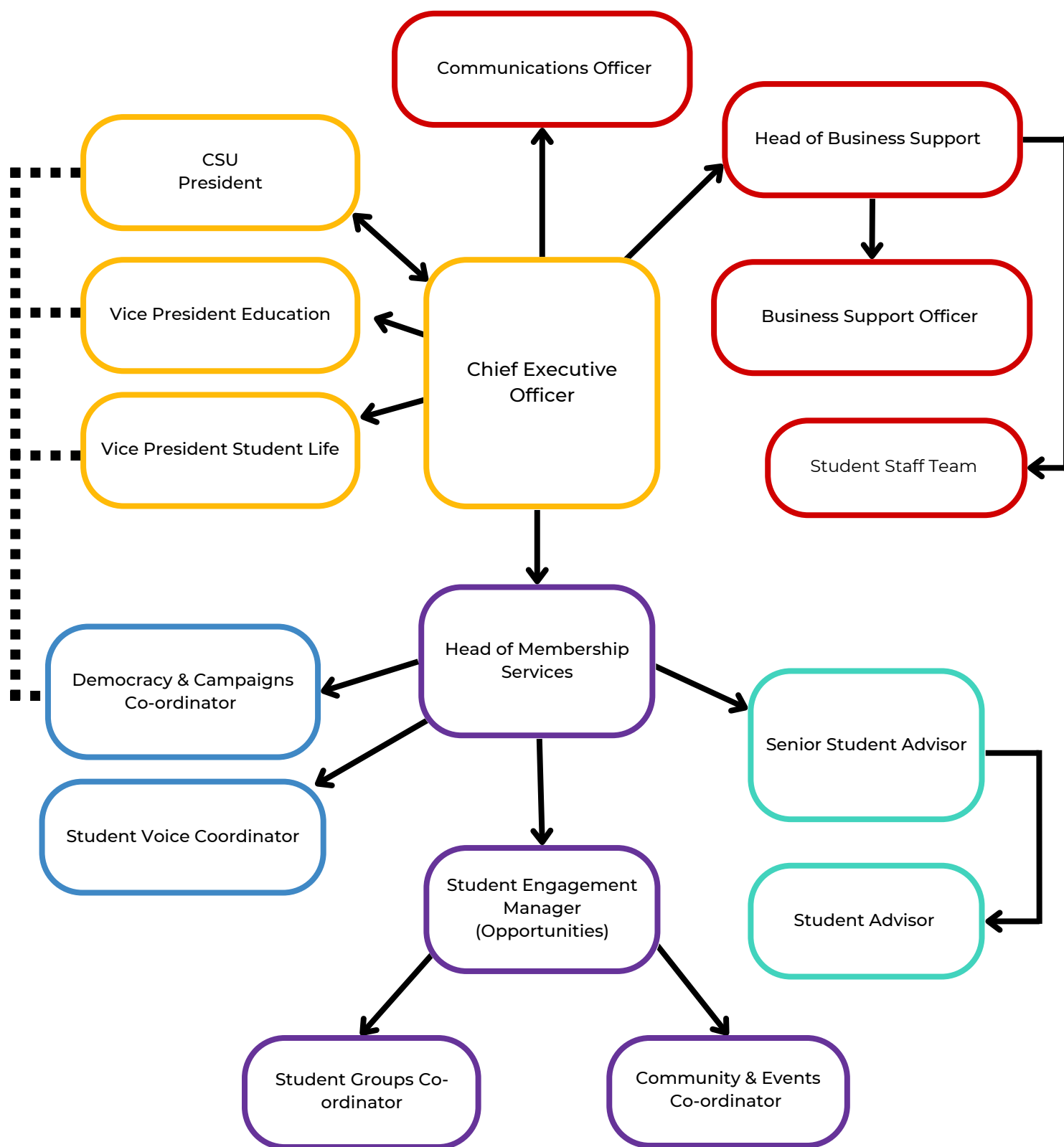
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Job Title:	Student Groups Coordinator
Pay Scale:	Starting at: 15 OS5 - £25,733 per annum
Hours:	37 hours per week
Responsible to:	Student Engagement Manager (Opportunities)
Responsible for:	Student Societies, Networks, Student Led Groups and their student leaders.
Place of Work:	All University of Chester Campuses – main place of work: Parkgate Campus.
Purpose:	The Student Groups Coordinator is responsible for delivering high-quality support and guidance to student-led societies, groups, and networks. The role involves facilitating the effective establishment and development of these groups by providing appropriate training, resources and advice. The post-holder will work closely with student leaders, members, and relevant stakeholders to support personal development and ensure a positive student group experience.
Key Responsibilities:	<ul style="list-style-type: none"> • Develop and implement systems that support the establishment, development, and sustainability of student-led societies, groups and networks at CSU. • Work closely with society committees and student groups to identify their needs and coordinate appropriate training and support to enhance their skills, knowledge, and member engagement. • Support student-led societies and groups in the planning, delivery, and evaluation of events and activities. • Build and maintain strong working relationships with stakeholders across the university and within the local community.



Key Duties

- Promote student opportunities in line with CSU's strategic priorities, driving high levels of engagement and participation.
- Identify areas for growth and development within student groups, helping to remove barriers to participation and ensuring inclusive access for all students.
- Facilitate society democratic processes.
- Support the delivery of CSU's development and recognition schemes, ensuring students and volunteers are recognised for their contribution to the student and local community.
- Ensure all student-led societies and groups operate in line with relevant legislation, policies, and procedures.
- Maintain an accurate asset register of equipment and resources used by student-led groups and the wider Student Opportunities team.
- Collaborate with university departments and external partners (e.g. charities and local businesses) to create meaningful opportunities for student involvement.
- Collaborate with elected officers and other members of the Students' Union team to coordinate events, campaigns and initiatives to enhance the student experience.

General

- Represent and be an ambassador for CSU.
- Be flexible and carry out other associated duties as may arise, develop, or be assigned in line with the broad remit of the position.
- Maintain and improve competencies through continuous professional development.
- Abide by organisational policies, codes of conduct and practices.
- Support and promote liberation, diversity and equality of opportunity in the workplace.
- Treat with confidentiality any personal, private, or sensitive information about individual organisations and or clients or staff and Project data.
- Actively seek better ways to assist CSU in its effort to become a more sustainable workplace.
- Any other duties commensurate with the accountabilities of the post.



STAFF BENEFITS

HOLIDAYS:

- 25 days per annum, additional 1 day per year of service up to 30 days max (pro-rata)
- 8 bank holidays (pro-rata)
- 1 personal day to be used at your discretion each year
- Additional Closure Days (at the discretion of the University and Students' Union)

PENSION:

- Employee contribution: 5%
- Employer contribution: 3%



MISC BENEFITS:

- Staff discounts and perks through BrightHR
- Parking permit, subject to University guidelines and charges
- Access to Employee Assistance Programme through Wisdom
- Eye test and contribution to lenses
- Flexible working
- Laptop loan
- Wellbeing bursary

100% of CSU staff agree that the organisation cares about its employees



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Educational and professional qualifications	Essential	Desirable
Degree or equivalent level qualification.		
Experience		
Experience in supporting student groups or similar community-based organisations		
Experience of developing and delivering training to volunteers.		
Experience of conducting risk assessments for activities and events.		
Strong computer literacy and experience of using multiple Microsoft Office and other IT packages.		
Knowledge		
Knowledge and understanding of student group dynamics and the role of student groups within a university setting.		
Knowledge of event planning, marketing and budget management.		
Knowledge of the role and activities of Students' Unions.		
Knowledge of democratic and operational requirements of student groups.		
Skills		
Excellent communication skills, with the ability to engage and motivate a diverse range of stakeholders, including students, staff and externals.		
Strong organisational and time management skills, with the ability to manage multiple priorities effectively.		
Proactive and self-motivated, with a high level of initiative and the ability to work independently as well as part of a team.		



Values and Behaviours	Essential	Desirable
Proactive - We take initiative, seek out opportunities for improvement, and act with purpose to make things better for our students and colleagues.		
Collaborative - We work together, value each other's input, and build strong relationships to achieve shared goals.		
Inclusive - We create welcoming spaces where everyone feels valued, respected, and able to thrive.		
Job related requirements		
Able to travel extensively between our campuses in Chester, Birkenhead and Warrington.		
Able to work some evenings and weekends and stay overnight where necessary.		
Full driving licence.		

Note: This job description and person specification are intended to outline the general scope of the role. Other duties may be assigned as per organisational needs.





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NEXT STEPS

For an informal discussion or any questions please contact: Fergal Clancy, Student Engagement Manager (Opportunities) Designate – f.clancy@chester.ac.uk or Kim Lloyd, Head of Membership Services – kim.lloyd@chester.ac.uk

We expect interviews to take place on the 2nd September 2025.

To apply, please send:

- Your complete CV
- A supporting statement detailing how you meet each criteria in the person specification
- Details of two employment references

by email to: workforus@chester.ac.uk by 5pm on the **25th August 2025**.

Applications without these components will not be considered.

Monitoring the diversity of our applicants and their candidate experience is really important to us. Please do consider filling in our anonymous form. Scan the QR code or visit: <https://forms.gle/ZfqSeLSi56s6XhQu6>



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