



Community Engagement Lead

Job Title:	Women Students' Community Engagement Lead
Grade:	Student Staff Level 1
Department:	Activities
Location:	Coventry
Responsible to:	Activities Engagement Assistant Manager

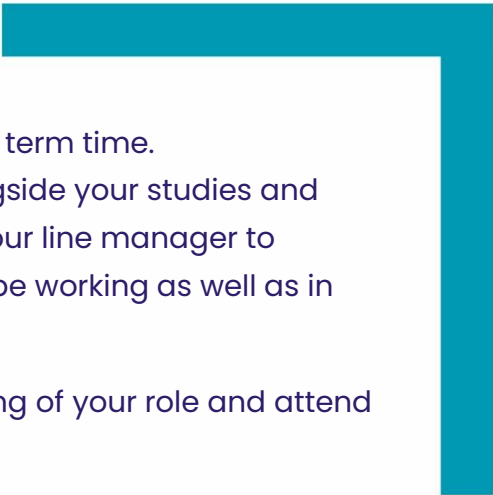
Purpose:

To be responsible for representing all students within the Women Students Community, which includes all who self-define as a woman and those whose gender identities include 'women' some or all of the time.

Main Duties and responsibilities:

- Working collaboratively with Your Students' Union staff to improve the student experience for the community you represent
- Champion the voice of the community at the Community Executive Committee, SU and university meetings
- Lead on the enhancement of inclusion and access improvements to Your Students' Union for women students
- Work with students and staff to plan and deliver activities and campaigns on topics relating to the community
- Be a key stakeholder in the SU delivery of International Women's Day and relevant awareness events and initiatives
- Work in partnership with other Community Engagement Leads to ensure all engagement lead activities and campaigns are accessible to the Women students' community
- Chairing the Women students' community meetings
- Work with relevant societies linked to the community

Time Commitment:



This role entails working roughly 3 hours per week during term time.

The role will have a flexible approach to hours to fit alongside your studies and other commitments. You will be expected to work with your line manager to determine which tasks, activities, and initiatives you will be working as well as in person/ remote work assignments.

You will be expected to complete training at the beginning of your role and attend a monthly 2-hour Community Executive meeting online.

Benefits and Rewards:

Within this role you will gain skills to support with career advancement such as:

- Project management, leadership, communication, time management, public speaking skills etc.
- The chance to plan, run and lead events and activities based on student feedback you have collected
- Create positive change for yourself and students
- Access to full training and support, including development workshops to build on your employability skills
- Recognition of achievement through badges and rewards programmes.

As well as this you will be able to network with a wide variety of staff across the SU, university and students. You will be able to work Independently and as part of a team and will be able to take ownership of core elements of the community.

Recruitment Process:

1. Complete an application and indicate that you are interested in being the Women Students' Community Engagement Lead
2. Following a review of your application, you may be offered an interview
3. You will be sent an interview outcome email
4. If successful, you'll be sent an email with next steps such as training, HR documents and induction information

If you have any questions, please get in touch at community.su@coventry.ac.uk



Person Specification and Shortlisting criteria

Community Engagement Lead

All applicants must:

- Have eligibility to work in the UK
- Must be a current student at any of the CU Group locations: Coventry, CU Coventry, CU London, Cov Uni London, CU Scarborough
- Must be studying until at least January 2026
- Must not be on a full-time placement during the 2025-26 Academic year

Shortlisting criteria and required experience:

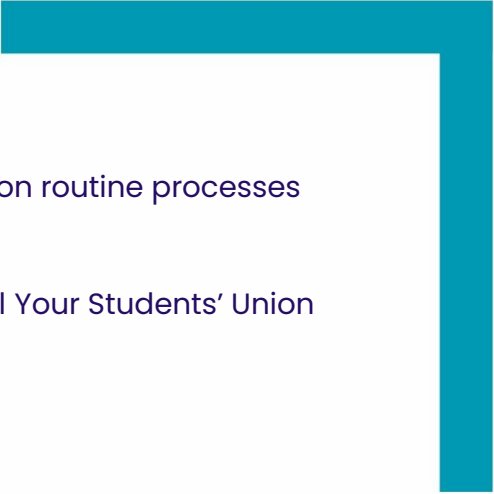
This is the list of criteria that shortlisting for interview will be based on, please ensure that you demonstrate your skill / experience in these areas in your cover letter.

1. Level 2 Qualifications which demonstrate proven numeracy / literacy skills (e.g. GCSE Maths and English or equivalent) – Essential
2. Experience of running events, campaigns or activities for students – Desirable
3. An understanding of Students' Union Communities – Essential
4. Experience of attending and presenting information at meetings – Essential
5. Ability to communicate with a range of audiences across a range of platforms, with support (phone, in person, online chat, Email, social media) – Desirable
6. Experience in collecting and analysing feedback, gathering data and carrying out research – Desirable

Essential personal characteristics:

This is a list of personal characteristics that will be needed to be successful in the role. It is provided for your information to help you decide on whether the job role suits you and the skills that we will be keen to see demonstrated at interview.

- Ability to work well with staff and students
- Ability to use a range of software packages, with support, such as Microsoft Office

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- Enthusiastic and adaptable
 - Work on your own initiative without close supervision on routine processes
 - Flexible approach to working hours

All staff and student staff are expected to comply with all Your Students' Union policies and procedures.

