



**University of York Students' Union**  
Registered in England and Wales.  
Charity Number: 1173404 Company Number: 10688097  
Registered Office: The Student Centre, James College,  
Newton Way, Heslington, York, YO10 5DD

**E:** enquiries@yusu.org  
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## Job Description

**Job Title:** Volunteering and Employability Assistant

**Reporting to:** Student Citizenship and Employability Development Coordinator

**Place of Work:** The YUSU Student Centre, James College

**Hours of Work:** Minimum of 10 hours per week, fixed term until September 2024

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## ROLE SUMMARY

The *Volunteering and Employability Assistant* will support the *Student Citizenship and Employability Development Coordinator* in the administration and support provided to volunteering projects, student fundraisers, and in the preparation of employability related activities. Key projects that the *Volunteering and Employability Assistant* will support on is re-ratification, impact reporting and the organisation of 24/25 training and development sessions.

The role will include, but is not limited to: providing support and guidance to student leaders, processing documentation and general administration, liaising with student groups, members of staff, university departments and local organisations to ensure the delivery of YUSU projects and operations.

## MAIN DUTIES AND RESPONSIBILITIES

- To provide planning and operational support to volunteering projects and student fundraisers for their events and activities.
- To be a key point of contact within YUSU for relevant student groups and leaders;
- To authorise and sign off on volunteering project finance claims.
- To assist in the provision and organisation of resources, including room bookings and storage facilities, to ensure student groups can undertake their activities successfully.
- To work with the *Student Citizenship and Employability Development Coordinator* to review the resources and guidance provided to volunteering projects and student fundraisers, making recommendations for changes and developments.
- To review impact reports from volunteering projects and work with *the Student Citizenship and Employability Development Coordinator* in ensuring student citizenship is spotlighted and celebrated.
- To ensure all administrative records are kept up to date.



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## OPERATIONAL MANAGEMENT

- To work together as a team with the members of the Communities department and other YUSU directorates;
- To involve and work with stakeholders from outside of YUSU when necessary;
- To use the experience you gain through this role as well as your knowledge and expertise to contribute to the development of department plans and organisational strategy;
- To work proactively and innovatively through all aspects of the project and while managing relationships;
- To attend 'one-to-ones' with the *Student Citizenship and Employability Development Coordinator* on a regular basis;
- To ensure that personal knowledge and skills are kept up to date to ensure effectiveness in meeting work objectives;
- To attend mutually agreed training, development opportunities, and staff meetings;
- To perform basic office tasks to ensure the smooth running of projects;
- To undertake other relevant tasks as reasonably prescribed by the *Student Citizenship and Employability Development Coordinator*, and which are consistent with this level of role.

## YUSU's Values and Behaviours

- To work with us, we expect our staff to uphold our core values and behaviours. These are:

### **Ambition**

*We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.*

### **Innovation**

*We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.*

### **Social Conscience**

*We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.*

### **Authenticity**

*We are authentic and honest – building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.*

### **Partnership**

*We recognise we can't work alone – we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect*



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*what already exists, build on common ground and focus on what unites us rather than divides us.*

## GENERAL NOTES

- The principal role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job.
- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' Fair, Student Balls and any other key events, including elections if necessary.
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- To uphold YUSU's environmental and sustainability aims, ensuring good practice is met.
- To abide by YUSU's constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- **YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**

## Person Specification

Requirements	Essential	Desirable
<b>Qualifications</b>		
Studying for a degree at the University of York	X	
<b>Knowledge and Experience</b>		
Experience of running student group activities	X	
Experience of planning and organising events or projects	X	
Experience and/or knowledge of volunteering and fundraising		X
Experience of working in a democratic, membership led organisation		X
<b>Skills</b>		
General IT skills including a working knowledge of Microsoft Office and Google Suite	X	
Excellent interpersonal skills – able to communicate well in a variety of ways	X	
Strong time management – able to meet deadlines and cope with varying workloads	X	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	X	
<b>Personal Attributes</b>	X	
Possesses a positive attitude and proactive approach to work and	X	



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ability to organise own workload		
Able to work as part of a team as well as under own initiative	X	
Commitment to the delivery of high standards of customer service	X	
Creative approach to promotions and communication	X	

*Date Updated (& Initials): February 2024, CB*