

JOB DESCRIPTION
Development Manager (Internationalisation, Community & Societies)
Vacancy Ref: N2336

Job Title: Development Manager (Internationalisation, Community & Societies)	Present Grade: 6S
Department/College:	Students' Union
Directly responsible to:	Engagement Manager
Supervisory responsibility for:	Opportunities Coordinators x2; student staff
Other contacts Internal: Other Union Staff, Full and Part Time Officers, Societies Executives and Student Groups, Students/Members,	
External: Careers/Lancaster Award Delivery Team, UKSRO and International Office, University Safety Office, University Business and Enterprise support teams, Student Based Services, Facilities Team, Local Schools, Community Groups, Potential Funders/Sponsors, NUS, Comparator SU activities teams.	
Major Duties To support the Engagement Manager to enhance the portfolio of opportunities available through the Students' Union. To make it easy for students to get involved by creating clear engagement pathways. To take a leading role in the delivery of the Student Opportunities Development Plan by taking responsibility for specific projects and activity strands. This work will include: developing the offer to societies and other student groups and support for their student leaders; supporting the development of campus communities, particularly international and cultural groups; and developing relationships with local community groups.	
<ol style="list-style-type: none"> 1. Line management of the specified team of Opportunities Coordinators, both Societies and Internationalisation & Community, so they successfully facilitate; <ol style="list-style-type: none"> a. A portfolio of opportunities for students to volunteer within, b. Student leaders to deliver accessible and high quality opportunities for the membership, c. Full Time Officers to achieve any agreed objectives relating to engagement, participation, sustainability and community. 2. To source, develop and deliver training for student group leaders, officers and members involved in the Union's activity within an agreed framework. 3. Lead the design and development of efficient systems, processes and procedures that enable students and student groups to run their own activity and events within agreed protocols. 4. To measure and report on activity and project deliverables internally and to relevant external stakeholders/funders where necessary using technology to capture performance (KPI's/impact/member satisfaction) 5. Monitoring and reporting on student groups' engagement: compiling reports on progress, engagement and user feedback. 6. To participate in relevant organisational Project Teams as directed/requested by Project Champions: acting as Project Manager (as required) for priorities concerning student opportunities and engagement 7. Liaising with internal stakeholders such as GRO, Business and Enterprise and Facilities Teams and external stakeholders such as School Managers and Community Organisations to identify opportunities and take decisions on collaborative activities. 	

8. Supporting the delivery of range of key Union events and activities including Welcome Week, Community Events and Open Days

General Duties

9. Work to ensure that the Union is a safe, sustainable and fair organisation for our staff, students and others we engage in. This will include:
 - a. **Safeguarding:** Remaining up to date with safeguarding policies and procedures and that you remain vigilant and consistent in recognising and reporting safeguarding concerns
 - b. **Health & Safety Policy and Procedures:** Ensuring that you follow any health and safety policies and procedures within your area of work and you contribute to the improvement of the organisation's approach to health and safety
 - c. **Equality, Diversity and Inclusion:** Demonstrating a clear understanding of and upholding the Union's commitments to equality, diversity and inclusion in everything you do.
 - d. **Sustainability Policies and Procedures:** understanding, upholding and championing the Union's policies and commitments to sustainability
10. To undertake any other duties as directed by the Chief Executive or their nominee, which are commensurate with the grade and responsibilities of this post.
11. A flexible approach to work will be required as although the role is primarily daytime based it will likely include occasional unsociable hours.