

JOB DESCRIPTION

Job Title: Post-Grad Community Liaison Coordinator **Accountable to:** Post-Grad Community & Events Manager

Contract Length: permanent **Hours per week/FTE:** 0.6FTE / 3 days **Weeks per year:** 52

Salary: £29,358 - £35,839 pro rata
(£17,614 - £21,503) **Grade:** 3

College/Service: Post-Grad Community, ADS **Location:** King's Cross

Purpose of Role:

To support the Post-Grad Community team in the organisation and delivery of postgraduate taught and research student-facing activities, ensuring effective communication to internal and external audiences to support the growth of the programme.

To act as point of contact and a key channel for communication within Post-Grad Community for internal and external stakeholders.

Duties and Responsibilities

- To support the Post-Grad Community Manager and team with the organisation and facilitation of student facing activities and their successful delivery, including (but not limited to):
 - a. Student events; pop up common rooms, reading/interest groups film screenings, hackathons and workshops both internally and hosted with external partners
 - b. Post-Grad Mixers with new, current student and alumni;
 - c. Student focus groups – for gathering feedback for planning purposes.
- To support on-going liaison with postgraduate students, UAL departments, Support Services, Research Centres, UAL Institutes and other postgraduate stakeholders at UAL.
- Working with the Postgrad-Community team to provide assistance to communications related to postgraduate activities and opportunities:
 - a. the gathering of content and preparation of visual material for use in printed matter and digital channels (e.g. website, weekly newsletter, social media channels);
 - b. the updating and monitoring of Post-Grad Community social media sites and Stories blog;
 - c. helping to manage the email inbox
- To keep abreast of events and opportunities happening across UAL for postgraduate audiences.
- To attend and contribute to all meetings relevant to the role to ensure a co-ordinated, efficient and an effective approach across courses, programmes and College/University services, acting as an effective communications channel.
- To assist with the co-ordination of and preparation for meetings (including externally hosted meetings) with industry clients and other partners; taking notes as required.
- To work closely with the Post-Grad Community Event Coordinator on the gathering of student feedback for team planning sessions and annual monitoring report.
- In consultation with the team, to keep abreast of student communications from UAL stakeholders i.e. written and verbal. Ensuring the Post-Grad Community offer is always clear and available to students. Where needed attend Student Rep meetings in order to gather and disseminate information about opportunities via the Post-Grad Community programme.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Key Working Relationships:

Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Post-Grad Community Manager
- Post-Grad Community and Event Coordinator
- Research Management and Administration Staff
- UAL Research Centre Administrators
- PhD Student Team/RNUAL Manager
- Arts SU
- Marketing and communications teams across UAL
- External partners and clients
- UAL departments

Specific Management Responsibilities

Budgets: none

Staff: none

Other (e.g. accommodation; equipment):

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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

Person Specification	
Specialist Knowledge/Qualifications	Knowledge and understanding of postgraduate study/research within higher education and cross-disciplinary practices.
Relevant Experience	Experience of events coordination and working for the purpose of community building through events and communications within the arts sector.
Communication Skills	Communicates effectively orally, in writing and/or using visual media including the use of Social Media platforms Instagram, Facebook and Twitter
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Last updated: March 2021