**Graduate Internship Programme – Employer Job Description**

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| **Job title** | Membership Engagement Coordinator (UWLSU) |
| **Organisation** | University of West London Students’ Union  |
| **Line manager who the intern will report to** | Samuel Hickson, Community and Belonging Manager  |
| **Is this role hybrid working or permanently onsite at your company?** | Hybrid – 3 days per week onsite minimum  |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| We are seeking a Membership Engagement Coordinator to help facilitate activities and events that will engage UWL students to help them make social connections and learn new skills.  |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.The main purpose of this role is to provide project, administrative and technical support to cover the duties of graduate-level project (s) assigned by a line manager from the University of West London Students’ Union.The post holder will be working within a team and will be expected to use their initiative and undertake self-directed learning within a supportive environment to develop their skills and gain a good working knowledge of the West London Students’ Union policies and procedures and of the wider University, to make a positive contribution to the team and the West London Students’ Union.Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| * Experience planning and delivering events and activities for students.
* Skills in project management
* Confidence in dealing with diverse audiences.
* A fun, collaborative work environment
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| **Key areas of responsibility** |
| 1. To Lead on the development and engagement of student groups, whilst contributing towards the planning/delivery of a Training and development programme for student groups.
2. Coordinate the planning, organisation and delivery of outreach programmes and campaigns.
3. Contribute to the Students’ Union and Student-led events programmes by working in collaboration with internal and external stakeholders with event planning, design and delivery.
4. Providing operational support at events and activities.
5. Support the priorities of the elected officers, working closely with the Vice President of Activities
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| **Skills/knowledge that would be desirable** |
| Can work and negotiate with a variety of stakeholders.Strong communication skills including verbal (in person and telephone) and written (email, document)Excellent time management with the ability to meet tight deadlines.Can work flexibly but within contracted hours to effectively manage the needs of the roleStrong IT literacy especially in Outlook, Microsoft Word, Excel and the ability to quickly learn new software |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024