

Academic Communities Coordinator



Candidate Job Pack
May 2025

Huddersfield
Students'
Union

Welcome

Huddersfield
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Union

Hello!

It's so great that you are interested in joining our team at Huddersfield Students' Union as our Academic Communities Coordinator.

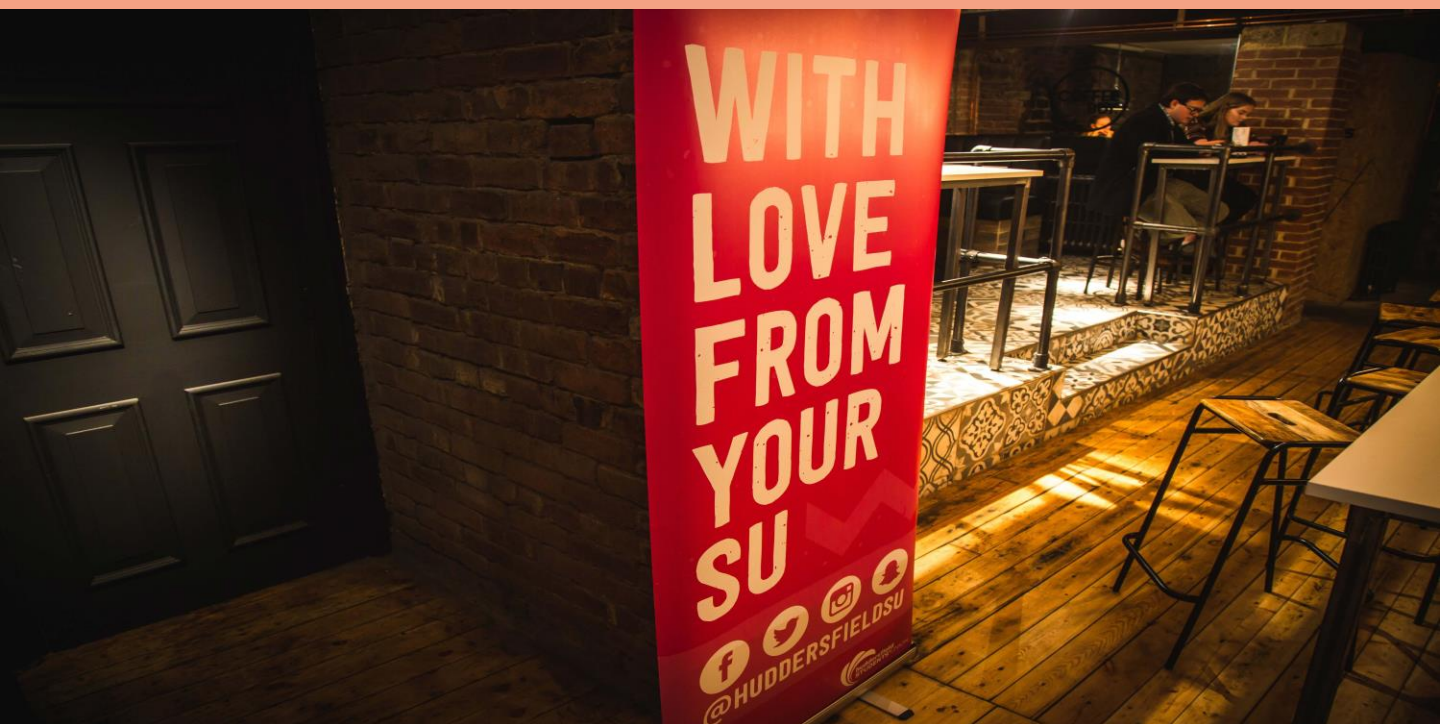
This is an exciting opportunity to take on a brand-new role, working within the Voice and Representation Team and supporting our Academic Reps and Academic Societies to create excellent student communities.

Your role will include:

- Planning and delivering training for our Academic Reps and Academic Society Committee Members.
- Support student volunteers to lead their Academic Communities.
- Encouraging feedback from students in order to effect change within the University.
- Encourage students to join their Academic Community to improve their overall student experience.
- Working with data to highlight any gaps within Academic Communities across the University.

We are looking for someone who is enthusiastic and passionate about creating and developing communities for people to flourish in. You will be highly organised with a sharp eye for data and detail and also an excellent communicator.

If this sounds like you, then keep reading to find why HSU is a great place to work, and what we can offer you in this role.



About HSU

Huddersfield
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Huddersfield Students' Union (HSU) is an independent, student-led charity. Everything we do supports our mission to 'make student life better'.

We aren't your typical students' union, located in a Yorkshire market town with most of our students commuting to study. We are central to the University experience for all students and work to support all aspects of student life for the 15,000 students here at Huddersfield University.

Our mission is to 'make student life better' and we do this by providing a platform for good, creating a community where all voices are equal, and everyone is free and safe to express themselves. Giving students opportunities to enjoy good times with friends and feel supported on their path through Huddersfield University.

We do this by running a programme of events and activities throughout the year, looking after student sports teams, academic, hobby, and faith-based societies and through our student networks. Our Representation Team are here to give a voice to all students on campus through campaigning, activism and Officer elections and our dedicated, independent Advice Centre Team work tirelessly to make sure that students are fully supported throughout their time at university.



Your Officer Team.

Let us introduce ourselves...

To put it simply we are a charity based on campus, led by students for students; which exists to make student life better. Although we work closely with the University, we're a completely independent organisation. This means we're 100% focused on representing our members, the 15,000+ students at the University of Huddersfield.

Our Vision.

By 2025 all Huddersfield students will agree that we help them to develop the life skills they need to make and shape their future.

They will understand and value being part of the HSU community.

Our Mission.

Our strapline is "making student life better", which condenses our vision into one short sentence. We use this on a lot of our externally facing communications, as well as internal, to build our reputation as an organisation that students can rely on.

Our Values.

Inclusive.

We are inclusive because we want everyone to feel that they are part of the HSU family, whether students or staff. We want our organisation to reflect the diversity of our members and be accessible to every Huddersfield student.

Empowering.

We are empowering as we want our staff and students to feel like they can try new things, be creative, innovative and enterprising and not feel constrained by structures. We want our culture and working practices to be agile and flexible so that they are the best they can be.

Engaging.

Being engaging is about providing opportunities to connect with each other, be supportive, have fun and provide a variety of ways to be part of the HSU community.

Integrity.

Everything we do will be driven by integrity: we want students to see us as an organisation that is fair, ethical and honest in our work and in the way we interact with them.

[Find out more about our Strategic plan here](#)

Huddersfield Students' Union in the past 5 years...

41,631
students
attended
events.

Students have raised
£21,049
for charities.



3824
students
voted on
Big Ideas.

The Advice Centre dealt with

36,889
enquiries

and **7591**
appointments.



**We
have
paid**

£648,579
in student staff wages.



9574 members of Clubs
and Societies.



Find out more: www.huddersfieldsu.co.uk

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Our Student Leaders

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Huddersfield SU is led by a team of 4 elected Officers who campaign and lobby for change across the University to improve the student experience.



Wamick Aijaz - President

Originally from Jammu & Kashmir, India, Wamick (he/him) first became involved with the HSU as President of the Jammu & Kashmir Society. Starting as an Events and Retail Assistant in the HSU shop, he later served as Equity Officer before being elected President. Wamick graduated last year with a degree in Business Management, which included a placement as an Administrative Assistant in Manchester. Throughout his student life, Wamick has been actively engaged in various sports clubs and societies, particularly Cricket and Football.



Bethany Murphy - Activities Officer

Bethany (she/her) is widely recognised from participating in various clubs and societies, including the pole fitness committee. This year, she graduated with a bachelor's degree in Fashion Design with Textiles, so certainly knows how it feels to be a student at Huddersfield University. Bethany is very excited to work on improving student engagement across all societies and creating more collaborations across campus.



Irfan rashid Rather - Education Officer

With an MSc in International Business with Project Management, Irfan (he/him) has been actively involved in various roles within the Students' Union, including as an Events Assistant and Retail Assistant, which have given him valuable insights into student life. As a volunteer Peer Supporter at the HSU Advice Centre, he developed a passion for listening to people and understanding their concerns. This role allowed him to connect with many students and offer support and guidance.



Freya Askwith-Martin - Equity Officer

Freya (she/her) grew up in a small village called Tibshelf in Derbyshire. Freya chose Huddersfield University because it was one of the few that offered a joint course in Sociology and Psychology. Freya also appreciates the close-knit feel of living in a small town and the convenient layout of the campus. In her second year, Freya served as the social secretary for the Thai boxing sports club, pursuing the position of Equity Officer because she loves working with and supporting students.

How we are run

The logo for Huddersfield Students' Union is a magenta circle containing the text "Huddersfield Students' Union" in white. "Huddersfield" is in a smaller font above "Students' Union".

Huddersfield
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Our Officers are supported by a talented and enthusiastic team of permanent staff along with a growing team of part-time student staff, all dedicated to the performance of the Students' Union and ready to take risks and be bold.

Governance

Our Board of Trustees is responsible for directing the work of Huddersfield Students' Union. The Board oversees our strategic plan and ensures that we are well run as a charity, including financial and legal security. Our Board is made up of the 4 elected Officers, 2 Student Trustees, and 5 External Trustees that bring experience and knowledge.

Our Articles of Association and By-Laws set out the fundamental principles of our governance, such as our charitable nature, membership, and leadership structure. You can find more detailed information on our Governance [here](#).

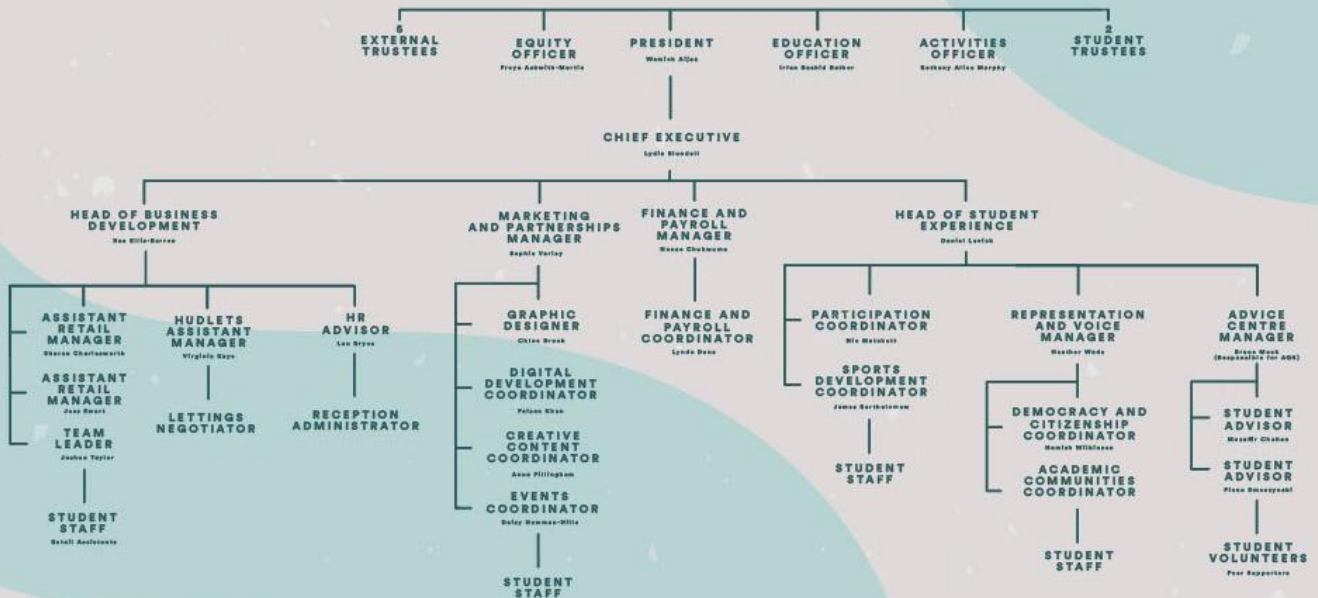
Finances

As a charity, the Students' Union does not make a profit, and all of our income is spent on services and opportunities that benefit Huddersfield students. Our main revenue comes from three sources: a set amount of income each year from the University through an annual block grant, predominantly retail activities, and income from HudLets, the accommodation arm of the Students' Union.

HudLets, along with other commercial activities, including our recently refurbished shop space and online retail site, will provide the key financial focus for the Students' Union over the next 12 months

Our structure

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Our Team.

[Click here to meet the team](#)

Working at HSU

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Based right in the heart of a bustling market town, Huddersfield University offers a unique experience for students. The majority of students who study at the University live in the surrounding area and commute to study rather than live on campus.

We understand that balancing work and home life isn't always easy, and we aim to make Huddersfield Students' Union a great place to achieve work-life balance. It's important to us that our employees thrive both at work and at home, and we care about empowering everyone to structure their working week around our core, student-facing hours in a way that helps them to be at their best.

Our new Academic Communities Coordinator will be trusted to organise their own days with hybrid working, giving them the flexibility to choose where they work, based on the requirements of the role. HSU are also a Mindful Employer and are proud to make a commitment to supporting mental health in the workplace.

Benefits

HSU are committed to providing an outstanding employee experience by giving our staff the recognition they deserve. We offer a generous 29 days annual leave entitlement that increases with length of service up to 34 days. That's on top of days off for your birthday, volunteering days and time for family leave, as well as additional closure days over Christmas and New year.

We also offer a number of other benefits to support our staff. We support access to training and development, often in partnership with the University staff development and academic teams. We also offer matched pension contributions at 6%, subsidised eye tests and vaccinations, enhanced parental leave, and wellbeing and mental health support.





About the University of Huddersfield

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The University of Huddersfield is a growing centre of research and excellence and always pushes the boundaries of knowledge. Since 2008, £156 million has been spent on campus development making sure students have access to some of the best facilities in the country.

The University of Huddersfield has been rated Gold in all three aspects of the Teaching Excellence Framework (TEF) 2023. It was the only university in Yorkshire and the Humber and the Northwest to achieve Gold ratings in all three aspects of the TEF among those announced in September 2023.


Further proof of teaching excellence; staff rank in the top three in England for the proportion who hold doctorates, who have higher degrees, and hold teaching qualifications (HESA 2022).

The University of Huddersfield won the first Global Teaching Excellence Award recognising the University's commitment to world-class teaching and its success in developing students as independent learners and critical thinkers (Higher Education Academy, 2017).

The University is first in the country for National Teaching Fellowships, which mark the UK's best lecturers in Higher Education, winning a total of 22 since 2008 (2023 data). World-leading applied research groups in biomedical sciences, engineering and physical sciences, social sciences and arts and humanities.

The University of Huddersfield became the Times Higher Education University of the Year in November 2013. Judges highlighted the University's outstanding record for student satisfaction and employability with the University placed in the top ten in the country in both categories.

Statistics from the 2023 staff survey...

85% —
are proud to
tell people
they work
for HSU. 

95% believe
their manager
trusts and
respects
them. 


93% ^{says} the
organisation
values
diversity.



89% 
believe the
organisation helps
them acquire skills
and knowledge that
benefits their future
career. 


92% | feel the organisation
has strong values.


93% 
say the organisation gives
a high priority to
employee welfare. 

About the role

The logo for Huddersfield Students' Union is a magenta circle containing the text "Huddersfield Students' Union" in white, with "Huddersfield" on the top line, "Students'" on the second line, and "Union" on the third line.

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JOB TITLE: Academic Communities Coordinator

SALARY: £24,477

REPORTING TO: Voice & Representation Manager

LOCATION: Huddersfield Students' Union

CONTRACT TERMS: FT (37 hours per week), 2-year contract, with Hybrid and Flexi working

Purpose

The Academic Communities Coordinator will make student life better by developing, coordinating, training and encouraging academic communities on campus through the Academic Representation system and Academic Societies.

Accountabilities, Responsibilities, Duties

Academic Societies

- Promote activities to students across campus and encourage students to engage with Academic Societies.
- Encourage Academic Societies to work closely with Academic Reps.
- Deliver outreach within schools and courses, to establish new Academic Societies.
- Provide expertise and support to student committee members in coordinating Activity Group activities.

Academic Representation

- Support the Voice and Representation Manager to enable Reps into post in partnership with the University.
- Support Academic Rep Assistants in their roles to enable student voice.
- Create community, by encouraging Reps to work closely with Academic Societies.

Training

- Develop and deliver an annual training programme for student committee members and academic reps.
- Empower, challenge and support student committee members and academic reps to further their personal development.
- Look for and develop new training workshops for student committee members.

About the role

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Accountabilities, Responsibilities, Duties continued.

Finance

- Provide guidance and ensure accuracy and efficiency when coordinating finances.
- Use online systems to accurately execute financial processes and procedures.
- Support the Voice & Representation Manager to accurately coordinating student staff working hours..

Health & Safety

- Ensure Academic Communities are compliant with Students' Union policies and procedures.
- Ensure all Academic Communities have appropriate risk assessments in place.

Membership & Data

- Ensure accuracy and efficiency when coordinating Academic Society memberships.
- Support the auto-enrolment of students into Academic Societies.
- Track Academic Representation via data collections, highlighting inactivity and under-representation in order for actions to be put in place.
- Support volunteers in logging their volunteering in order to produce annual volunteer transcripts.



About you

Experience

- Experience of training, coordinating and supporting volunteers.
- Experience of coordinating academic, recreational or social activities.
- Experience of working under pressure to meet deadlines and produce clear results against set targets.
- A proficient knowledge and ability with the Microsoft Office package, particularly Word and Excel.

Skills and abilities

- Understanding of participation and engagement challenges in the Higher Education and/or voluntary sector.
- Confident and engaging communicator with the ability to use initiative.
- Strong time management and organisation skills – able to meet deadlines and cope with varying workloads

Values and behaviour

- A commitment to promoting Academic Societies being inclusive and safe spaces for all students.
- A commitment to promoting a constructive and co-operative approach to problem solving.
- A commitment to the principles and practices of sustainability.
- A commitment to the principles and practices of equality, diversity, and inclusion.
- An attention to detail and commitment to quality.
- Willingness to undertake training and development to support your role and future goals.
- Willingness to support the wider Union's activities and events e.g. Welcome Festival, Elections and Varsity.
- Willingness to share your skills with colleagues to support peer-to-peer learning in the workplace.

Role Benefits

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Staff Benefits

- 29 days annual leave, excluding bank holidays.
- An additional day off per year after 1 year's service, to a maximum of 34 days.
- Additional closure days between Christmas and New Year.
- A day off for your birthday.

Pension

- Employee contribution: 6%
- Employer contribution: 6%

Additional benefits

- Access to Employee Assistance Programme.
- 1 paid for professional membership per year (where relevant to the role).
- Staff away days.
- Mental Health First Aid support.
- 3 days of paid family leave in addition to statutory time off.
- Enhances statutory leave.
- Ongoing support for personal and professional development.

Imposter Syndrome?

Imposter syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative, or talented as we may seem. It often strikes when applying for a job, and it has long been thought to disproportionately affect marginalised groups. If you recognise feelings of imposter syndrome when applying for a role, you'll find useful tips to help overcome it [here](#).

Next Steps

Please ensure you have read the full Recruitment Pack before applying. Please complete the online application form, linked below. You will be asked to answer the following questions related to the role:

1. Students' unions serve a diverse student body. How would you ensure every student feels heard and valued, even when handling challenging conversations?
2. A key part of this role is supporting students to create and develop academic communities. How would you create an environment where being part of a community is encouraged and valued?
3. What experience do you have collecting, managing and interpreting data?

Please respond to the questions with a maximum of **400** words. You may wish to prepare your answers to the questions on the form in a separate document, to avoid losing your responses before you submit them.

The closing date for applications is

Midnight on Sunday the 6th of July 2025

Please reserve the following date in your diary when you apply: **Interviews at Huddersfield Students Union on Friday the 18th of July 2025**

If you have any queries or would like to arrange an initial, informal discussion about the role please contact our HR team by emailing su.jobs@hud.ac.uk



We look forward to hearing from you

Huddersfield
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Guaranteed Interview Scheme

We recognise that some candidates from typically marginalised backgrounds will have faced additional barriers throughout their careers. We also recognise that people from Black, Asian and minoritised-ethnic groups are under-represented within HSU.

Candidates identifying as BAME that wish to be considered as part of our guaranteed interview scheme will be guaranteed a first stage interview if they meet 80% of the criteria set out in the 'about you' section above.

Our commitment to inclusion

HSU is committed to creating an organisation in which all members and employees are respected, discrimination is not tolerated, and diversity is encouraged. We are committed to creating an environment where individuals can bring their lived experiences, made up of the unique influences that shape who they are today.

We celebrate difference, and welcome applications from all candidates. We particularly welcome applications from Black, Asian and minoritised ethnic groups, as we recognise that they are underrepresented within HSU.



We are proud to be associated with the following initiatives, organisations and accreditations



Huddersfield Students' Union, Queensgate, Huddersfield, HD1 3DH