



Winchester Hub

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Winchester Hub: Projects Officer Application Pack

Winchester Hub supports University of Winchester students to increase their impact on the world around them, through practical volunteering, social impact internships and new project incubation. We've grown rapidly since our launch three years ago, and we are looking for a new Projects Officer to join our team and help us to achieve our new strategy.

This role is an opportunity to create significant social impact, develop valuable professional skills and work with inspiring and driven people, both at Student Hubs and the University of Winchester. Winchester provides a challenging and high-potential environment within which to develop student social action: working at a university committed to social action and leading the HE sector in values-led education, as well as in a local city community with needs left unmet by recent cuts to vital services. As Winchester Projects Officer, you'll be responsible for working closely with student volunteers, university and community partners, and building new relationships to deliver high impact and high quality student-led activities. We believe in challenging and trusting you from early on - you'll receive plenty of responsibility and freedom to lead on Winchester Hub's activities.

You'll be based in our home, the Winchester Hub Office at the University of Winchester. At the heart of a busy campus, with a friendly, sociable environment, and the city centre just a short walk away, it's a pretty awesome place to work! In a beautiful part of the country and with good connections to London, Oxford and the South Coast, you also get the best of both worlds, as well as additional benefits from being part of the University staff community (including on-site facilities, local leisure and restaurant discounts, and the opportunity to purchase membership at the University sports centre.)

We need the strongest staff team possible to support the big ideas that students bring to the table and make our vision for student social action at Winchester a reality. Could you be part of it?

Job Description

The Winchester Hub Projects Officer is responsible for key areas of Winchester Hub's activities: student-led volunteering and new project incubation. You will be responsible for ensuring the continued growth and sustainability of these activities. You will work with the Hub Manager to ensure that Winchester Hub is strongly embedded in the local community and the University, and support the student committee to champion Winchester Hub on campus. You will also explore potential for collaboration with the nearby Southampton Hub, liaising with Southampton Hub staff and students as necessary.

Team: Hampshire Hubs

Line Manager: Winchester Hub Manager

Duration: Late August - late June (negotiable with potential to extend)

Salary: £16,477.50 (Living Wage) pro rata

Location: Winchester Hub, University of Winchester (with some travel to Oxford - all expenses reimbursed)

Student Support

Projects Officers are the face of the Winchester Hub staff team on campus. On a day-to-day basis, you are responsible for connecting students with the Hub and providing them with relevant training, resources and advice. This includes:

- ▶ Providing a first point of contact with students engaging with your areas of responsibilities, being on hand by email, phone or in-person to answer queries and provide advice.
- ▶ Working with the Winchester Hub Manager to provide general support and training to the Winchester Hub student committee, empowering them to do their roles effectively and work well as a team.
- ▶ Working with the student committee on various outreach and fundraising activities throughout the year, effectively communicating the community need for student social action in Winchester, and how students can benefit from getting involved with social action too.
- ▶ Providing one-to-one support for any student interested in Winchester Hub.

Winchester Hub is a branch of Student Hubs, a registered charity in England and Wales number 1122328.

Strategic Partners:



Project Delivery

The Projects Officer is specifically responsible for the following activities. As well as student support, this will include building productive relationships with university and community partners and other key stakeholders, conducting monitoring and evaluation and continuously looking for ways to implement improvements and grow these areas:

- ▶ **Schools Plus:** Winchester Hub's volunteer tutoring programme, enabling local school pupils to reach their academic potential through support from student volunteers in weekly sessions, as well as one-off inspiration days in the classroom or on campus.
- ▶ **LinkAges:** Support the LinkAges committee to scale our intergenerational volunteering project, connecting student volunteers with isolated older people in Winchester for activities and befriending.
- ▶ **Give it a Go:** Deliver our programme of one-off volunteering opportunities, working closely with community partners to organise impactful, low-commitment activities for over 150 students, and support the student coordinator to increase the programme's student leadership and peer-to-peer recruitment.
- ▶ **Student Volunteering Week:** With the Winchester Hub Manager, support the Winchester Hub committee and Vice President to run a successful Student Volunteering Week campaign, engaging 150+ students across the week and ensuring collaboration with the University Careers Service and the Student Union.
- ▶ **Other small projects:** You will be responsible for delivering other small projects as appropriate.

Student Hubs team

- Attend weekly team meetings (online) and regular team days (in Oxford).
- Share and develop best practice with other members of the Student Hubs network.
- Deal with all matters sensitively and discretely at all times abiding by relevant confidentiality and data protection policies.
- Undertake any other reasonable duties responsibilities as may be reasonably expected as part of this role.

Person Specification

We're looking for someone with some relevant experience, a passion for social action, and lots of potential. The successful candidate will be an enterprising self-starter with the energy and passion to drive forward student social action at Winchester, a natural networker. They will be committed to developing and achieving in this role for a full 10 months and will fulfil the following competencies:

- A confident, can-do and proactive attitude
- A persuasive enthusiasm for social action, sustainability and social enterprise
- Strong organisational skills and good attention to detail
- Excellent interpersonal skills and ability to communicate appropriately with people at all levels, motivate students and build relationships
- Ability to work well within a team or independently, and to work well under pressure
- A flexible approach combining energy, enthusiasm and a willingness to learn
- Experience of student social action is not essential but would be highly desirable
- Educated to degree level or similar.

Application Process

The deadline for application is **Friday 9th June**. Interviews will take place on **Friday 23rd June**. To apply, please send a CV (no more than one page) to manager@winchesterhub.org alongside a cover letter or request for a 10 minute phonecall to discuss the role. Please detail your relevant skills and experience that make you a good fit for the role.

Student Hubs does not discriminate in employment matters on the basis of ethnicity, nationality, religion, gender, age, sexual orientation, disability or any other protected areas. We support workplace diversity and believe it creates dynamic, relevant organisations, fostering spaces for innovation and creativity. We are working hard to increase diversity in our team and would like to encourage your application to become a part of it. We are happy to make reasonable adjustments to enable candidates to show their suitability for any role.

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