



**SOUTHAMPTON HUB
YOUTH PROJECTS OFFICER**

Application Pack

AUGUST 2019



About Student Hubs

Student Hubs works to catalyse student involvement in social action.

We are a fast-growing charity working in UK universities to mainstream student-led social action, empowering a new generation of active citizens. We support students to take part in a wide range of social action and social enterprise projects; leading volunteering projects tackling local community need, setting up innovative social enterprises, consulting for local community organisations and gaining workplace experience in social impact organisations.

Student Hubs is only 11 years old but has already grown its network to over 25,000 students across our network of Hubs in seven universities. We support over 2,600 volunteers every year to take part in our programmes, partner with dozens of national charities and social enterprises, and hundreds of local community organisations across six cities.

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

Theory of Change

At **STUDENT HUBS** we believe that when students are **SUPPORTED** to...



Our vision is a society in which every student engages with social and environmental challenges during their time at university, empowering them to become active citizens for life.

Our mission is to mainstream student social action, supporting a new generation of active citizens to achieve positive change now and in the future.

Our Values

We place these values at the core of all that we do. Below are some of the ways that we like to live these, but we're always interested to hear how you might interpret these, too.

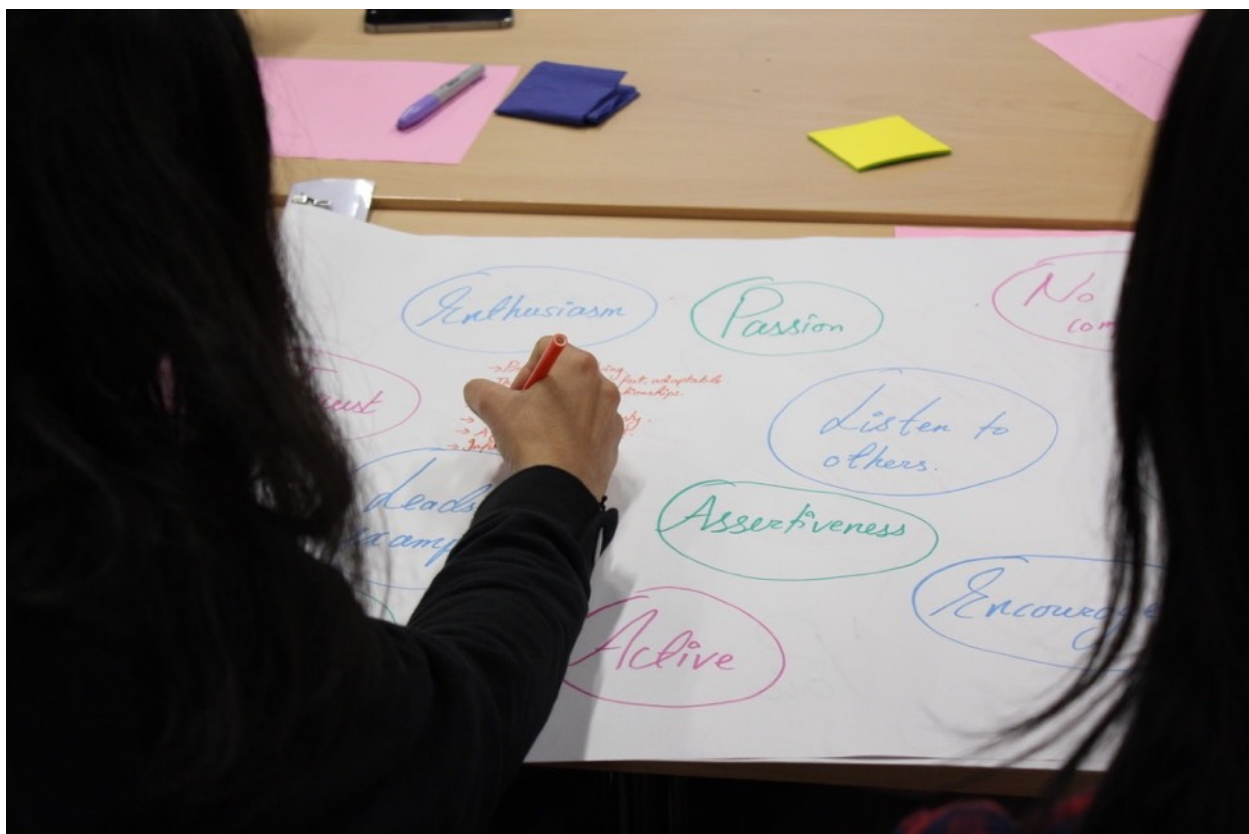
Be ambitious. We have an excellence reflex, we are problem solvers, have a natural tendency to fine tune, and go the extra mile just to check out the view. We are constantly learning.

Be social. We focus on personal relationships, nurturing and developing people. We are responsive, approachable, attentive, supportive to each other and naturally educative. We believe that together is stronger and fun is better. We like to join the dots between people and are collaborative.

Be motivational. We act positively, with enabling energy and motivation. We are optimistic and give everyone and everything a chance. We have an inspiring outlook to our work, are productive and idealistic.

Be bold. We're innovative and we're visionary, we want to push the boundaries of what is possible. We want maximum impact, and we will change things to get there. We're not afraid to try, and we're not afraid to fail.

Be long-term. We hold a long-term perspective, and will always stay true to our core values to guide us in the the future.





About the Role

Southampton Hub Projects Officer

The Youth Projects Officer is responsible for ensuring the continued growth and sustainability of our youth activities. They will work with the Student Hubs team to ensure that Southampton Hub is strongly embedded in the local community; working closely with the University, students, and local organisations, building new relationships and working in partnership with others.

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 in the wider Southampton community. Southampton provides a challenging and exciting environment within which to develop student social action; working with passionate and committed student volunteers and in partnership with a wide variety of local partners in primary, secondary and further education schools and colleges.

As Youth 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. You'll be part of a dynamic, fast-paced team full of people who are passionate about social impact and the student experience. We believe in challenging and trusting you from early on - you'll receive plenty of responsibility and freedom to lead on our programmes and shape the direction of our work in this area. You will receive support and take part in training to help you develop personally and professionally - this is a fantastic opportunity for career progression whether within our organisation or as a stepping stone. Read about our benefits [here](#).

Location: Southampton with some travel to other Hub cities, including London, as required (all expenses reimbursed)

Line Manager: Southampton Hub Programmes Manager

Salary: £18,000 per annum pro rata

Start date: Monday 2nd Sept/as soon as possible

Contract Type: 12 Month fixed term contract





Application Process

To apply, send your CV and covering letter (maximum 1 pages) to sophie.ford@southamptonhub.org. Please detail your relevant skills and experience that make you a good fit for the role and the organisation. If you wish to discuss the role, please contact **Sophie Ford** at sophie.ford@southamptonhub.org, to arrange a call.

When submitting your application, we request that you fill in our Equal Opportunities Monitoring form which can be found [here](#).

Deadline: Friday 23rd August

Next Interview Date: Thursday 29th August

Please specify in your application email if you are unable to attend the current interview date for any reason.

We are looking forward to hearing from candidates who share our values and want to help us make our vision a reality.

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. If you have particular accessibility needs, including special educational needs and would like to discuss them at any stage of the application process, please get in touch with the hiring manager Sophie Ford at sophie.ford@southamptonhub.org to let us know how we can make the process more accessible.

At Student Hubs, we are committed to protecting and respecting your personal data: we want you to understand exactly how we process your personal data and why we need this information. You can view our Privacy Notice [here](#).



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Student Hubs is a registered charity in England and Wales number 1122328.

Responsibilities

Programme Management

Project Officers are the face of the Southampton 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:

- Being a first point of contact with students engaging with your areas of responsibilities, being on hand by email, phone, or in-person to answer questions and queries on all Southampton Hub activities, and to provide advice
- Working with the Southampton Hub Programmes Manager to provide general support and training to the Southampton 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, and how students can benefit from getting involved with social action
- Providing 1-2-1 support for any student interested in Southampton Hub

Partnerships and Stakeholder Management

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 for programmes, and continuously looking for ways to implement improvements and grow these areas:

- **Schools Plus:** Overseeing the delivery of our flagship programme tackling educational disadvantage, as well as holding relationships with schools and community spaces, working in collaboration with community partners to consolidate and scale the programme
- **Libraries Plus:** A tutoring programme in libraries, enabling local school pupils of all ages to reach their academic potential through support from student volunteers in local library weekly tutoring sessions for children aged 6-18.
- **Invent Plus:** A programme of engineering workshops that are delivered to local primary and secondary schools.
- **Branch Up:** A programme of Saturday activity days providing for disadvantaged young people aged 7-11. The activity days provide cultural and educational activities that they would not normally have access to, with the help of student volunteers who act as positive near-to-peer role models and are matched on a 1:1 ratio with each child. The Projects Officer is expected to support all 10 Activity days with the support of the Programmes Manager.
- **Biocycle:** A programme that collects food waste from student households and delivers it to a local farm to be made into compost.

Volunteer Management

- Recruit, induct, and support student leaders coordinating student-led projects and programmes
- Lead the student committee, providing training sessions regularly, and conducting regular catch ups
- Provide 1-2-1 support for student committee members leading Schools Plus, Libraries Plus, Invent Plus, Branch Up and Biocycle.
- Train, induct, and support all student volunteers on Schools Plus, Libraries Plus, Invent Plus, Branch Up and Biocycle, including conducting DBS checks and safeguarding training.



Strategy and Development

- Work with the Southampton Hub Programmes Manager to develop a long-term strategic plan for Southampton Hub, in partnership with the Student Hubs team and Southampton Hub advisory Board
- Work with the President of the student committee to develop a strategic plan for the development of the committee and other volunteers
- Work with the Southampton Hub Programmes Manager to develop and scope out opportunities for Schools Plus, Libraries Plus, Invent Plus, Branch Up and Biocycle.

Fundraising and Financial Management

- Support the Southampton Hub Committee to lead on community fundraising and develop local advertising streams
- Work with the Southampton Hub Programmes Manager to manage the Southampton Hub budget to meet required income and expenditure targets
- Secure additional funding for Schools Plus, Libraries Plus, Invent Plus, Branch Up and Biocycle and pro bono support where appropriate.

Additional Responsibilities

- Depending on funding, deliver additional projects and programmes as they develop throughout the year
- Support students with new project incubation.

Student Hubs Team

- Attend weekly team meetings (online) and regular team days (in Oxford, London, and Bristol)
- Share and develop best practise 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 and responsibilities as may be 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. They will be committed to developing and achieving in the role for a full 12 months, and will fulfil the following competencies and experiences:

Criteria	Essential/ Desirable
Experience of effectively building and maintaining relationships with a range of stakeholders; comfortable communicating with senior stakeholders as well as students	Essential
Experience of project or programme management	Essential
Structured approach to planning and organising work	Essential
Strong organisational skills with excellent attention to detail	Essential
A persuasive enthusiasm for and commitment to social action	Essential
Adaptability and willingness to learn	Essential
Commitment to Student Hubs' Vision, Mission and Values and ability to fit into our organisational culture	Essential
A confident, can-do and proactive attitude	Essential
Experience of creating innovative solutions and projects with external partners	Desirable
Experience of student social action and managing volunteers	Desirable
Experience of organising and delivering events in collaboration with external partners	Desirable
Experience of developing and/or implementing teaching pedagogies	Desirable
Contextual knowledge of the university landscape and higher education sector	Desirable