



Job Pack

Arts

Programme

Coordinator

Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for the role of Arts Programme Coordinator at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Securing a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [Impact Report 2023](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

John Dubber
Chief Executive



About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 90 career staff and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

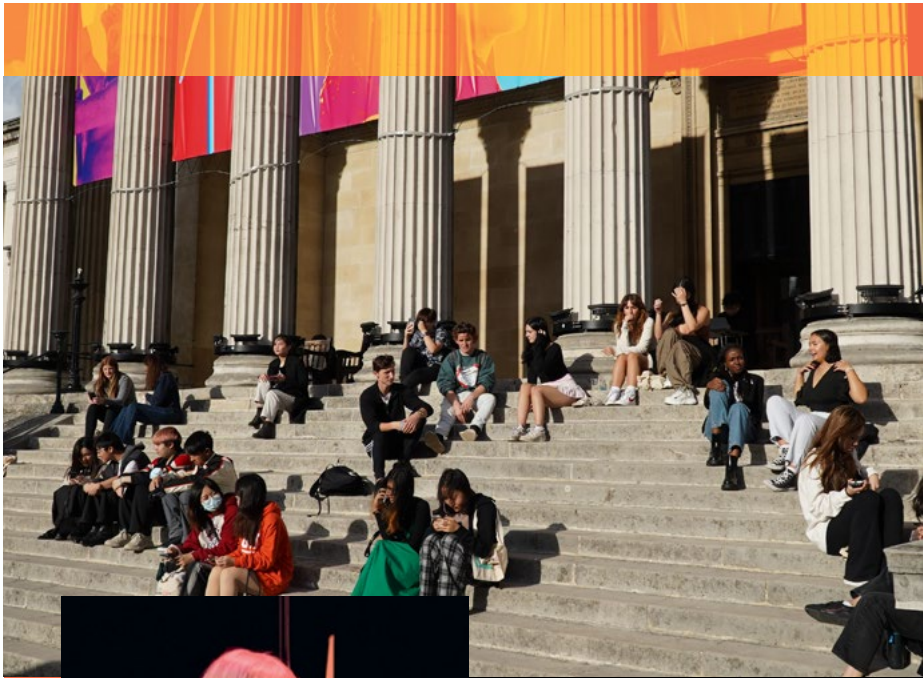
Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, with over 350 clubs and societies – with 20,000 members – including all sport, music and performing arts provision at UCL.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Six cafés, four bars, one merchandise shop, a gym, and two convenience stores.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.



Job Description

Job Title: **Arts Programme Coordinator**

Reports to: **Arts Programme Manager**

Grade: **6**

Purpose of the Job

This is an exciting time to join the Arts Team at Students' Union UCL. We are expanding our team in the light of UCL's new Student Life Strategy, which harnesses our vision to develop a world-leading and accessible university arts programme. We want to give all students the chance to engage in extraordinary, transformative creative experiences whilst studying here. The Arts Programme Coordinator will work closely with the Arts Programme Manager to coordinate the delivery of the major strands of artsUCL's programme. They will work closely with our artsUCL student leaders and societies, coordinate the delivery of our programmes and partnerships, support our events and drive our communications. Working collaboratively with other departments and a wide range of stakeholders, they will be central to delivering an exciting programme of new activity that fosters personal growth, connection and community through extraordinary creative experiences.

Duties and Responsibilities

artsUCL Development

- Support relevant student leaders in delivering all aspects of arts societies' activity, performances, projects and development initiatives
- Coordinate regular development and consultation meetings with arts societies and supporting groups
- Support the Arts Programme Manager in the development and delivery of bespoke training initiatives and guidance documents for arts societies and artsUCL members
- Coordinate arts funding opportunities, including overseeing arts grant applications and representing artsUCL at the SU's finance panel
- Work closely with the Arts Programme Manager to design and deliver student consultation and listening initiatives to ensure all aspects of the arts programme are relevant and of best practice
- Support the coordination of major SU arts-based events such as the Welcome Fair, artsUCL Takeover, Arts Awards and UCL Fringe Festival (to launch in 2026)
- Lead the coordination of our artsUCL alumni network, establishing new initiatives to maintain meaningful relationships with our community beyond their time at UCL

Continued overleaf

Programmes, Partnerships and Student Performances

- Support the delivery of all artsUCL programmes, training initiatives, events and day to day activity
- Support the Arts Programme Manager in developing artsUCL partnerships with London arts organisations
- Coordinate the engagement and onboarding of external practitioners
- Support the coordination of artsUCL's Bloomsbury Theatre and Studio production seasons, including bidding, training, production and marketing processes, if required
- Oversee the coordination and process management of arts societies' programmes of 'external' productions in fringe venues around UCL and London

Marketing and Communications

- Play a key role in the development of artsUCL marketing plans and initiatives in conjunction with the Arts Programme Manager and the Marketing & Communications Department
- Manage the artsUCL social media accounts, leading on content creation, scheduling, campaigns and social media strategy
- Lead the coordination of the artsUCL newsletter, ensuring that creative opportunities are effectively communicated to the artsUCL community
- Maintain the artsUCL webpage, ensuring all information is up to date, and opportunities, networks and performances are effectively communicated
- Drive the visibility of the artsUCL brand, raising awareness amongst internal and external stakeholders
- Write high quality content copy for relevant communications, publications and webpages

Facilities, Data and Evaluation

- Support the Arts Programme Manager to coordinate access and allocation for specialist arts spaces
- Liaise with the Activities Team and UCL to enable access to appropriate spaces for arts societies and artsUCL programmes, including the hiring of external spaces when necessary
- Set up and coordinate web sales and event management systems allowing students to sign up for and take part in artsUCL activities
- Maintain a robust and comprehensive risk management system for all arts-based activities, ensuring all relevant legislation is adhered to and students are empowered to take responsibility for their activities
- Produce statistics, analysis, data and information for departmental and organisational reporting

Other

- Attend staff meetings and training as required
- Work within the Union's financial procedures and departmental budgets
- Liaise with Union departments to resolve queries and build productive working relationships.
- Maintain an awareness and observation of Fire and Health & Safety Regulations
- Actively follow and promote UCL's equal opportunity policy
- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Head of Arts

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
Qualifications				
A level/NVQ3 standard or equivalent	X			X
Experience				
Significant experience of participatory programme coordination and/or administration	X		X	X
Experience of supporting students or young people through arts programmes or arts activity	X		X	X
Experience of building and maintaining stakeholder relationships	X		X	X
Proven ability to develop and run communications and marketing campaigns	X		X	X
Experience of working with freelance practitioners	X	X	X	X
Experience of working within a membership-led organization		X		X
Knowledge				
Knowledge of the UK creative and performing arts sector	X		X	X
Knowledge of the motivations behind, and barriers that exist to, student arts participation	X		X	X
Knowledge of the UK Higher Education sector		X		X
Skills				
A proven ability to work as part of a team	X		X	X
Ability to collaborate across departments in the delivery of events and activities		X	X	X
Proven project management skills, including detailed scheduling and timelining	X			
Ability to create content for social media using a variety of different mediums, including video	X			
Strong customer service skills and the ability to work with a diverse range of people	X		X	X
Ability to deal with unscheduled enquiries and work in a busy environment	X		X	X

Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
Values, attitudes and personal style				
Someone who is friendly, approachable and professional	X		X	X
Someone who is passionate about arts participation	X		X	X
A leader on equality of opportunity who values diversity and removes barriers to participation	X		X	X
Commitment to working in a democratic and student led environment	X		X	X
Commitment to high standards of customer care	X		X	X

Our Vision

An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

Our Strategic Themes

Our Vision and Mission will be achieved through delivering four strategic themes:

Effective Influence

Amazing Experience

Vibrant & Inclusive Community

Excellent Union

Read our current strategic plan at studentsunionucl.org/about-us.

Our Values

Community Building

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



Salary and Benefits

The salary range is £34,605 - £39,980 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: ucl.ac.uk/human-resources/working-ucl.

If you have any queries or would like to have a discussion about the role please contact:
Brodie Ross, Head of Arts, at brodie.ross@ucl.ac.uk.



