

Campus Community Officers Role Description

Campus Communities create a sense of community for students at a local level, empowering students to organise events and activities, whilst championing their experiences in discussions.

Campus Community Officers are appointed every October, via a panel comprising of one Students' Union staff member, and two students. The term for Campus Community Officers is November 2026 to July 2027.

This is a role with paid hourly work at the rate of the UK National Living Wage (London Living Wage within London). The guideline hours of work per month, are approximately 16 hours work per month for 'main' Campus Community Officers (Birmingham, London Bloomsbury, London Moorgate, Leeds, Manchester) and 8 hours per month for 'satellite' Campus Community Officers (all other campuses, including Bristol and Nottingham). This is approximate and may fluctuate owing to candidate studies and other responsibilities. You will receive more information about this when you commence the role.

One Campus Community Officer role is available for each of the following Campuses:

- Birmingham
- Bristol
- Exeter
- Hull
- Liverpool
- London Bloomsbury
- London Moorgate
- Leeds
- Leicester
- Lancaster
- Newcastle
- Norwich
- Nottingham
- Manchester
- Oxford Brookes
- Online
- Reading
- Royal Holloway
- Sheffield
- Southampton

Role Purpose

Campus Community Officers support and coordinate student volunteers and participants who are studying at the same ULaw campus as themselves. They play a key role to represent the SU on your campus, working to create an active and exciting community through organising events and activities. They collect local feedback and campaign on the issues in coordination with the SU.

Key Tasks

- Ensure the **formation of a dedicated local community** to build engagement opportunities for students, utilising tools such as the SU Website, Microsoft Teams and WhatsApp to promote connection and participation.
- Set goals in partnership with students in your community and work towards their delivery.
- Attend and represent the interests of students you represent at the **Student Community Council** and **Student Executive** meetings.
- Meet regularly with your **Campus Director/Campus Hub** Teams to share ideas and plans for events and activities on your campus, as well as provide feedback.
- Work within and represent the Students' Union both as an individual and as part of a wider team.

Training

You will be invited to attend training in person at the Birmingham campus, on Saturday 31st October. Travel expenses will be paid.

The training is essential – if you cannot attend, you must arrange a time to complete online training.

You will also be provided with ongoing support in your role from the Student Voice Coordinator, SU Co-President (Community) and the wider SU staff team.

Benefits

The Campus Community Officer role is an excellent opportunity to gain valuable work experience and project management skills as well as developing professionalism, knowledge and social awareness. The role is flexible and intended to fit around and prioritise your studies.

- Earn the National or London Living Wage
- Skills development – particularly in communication, organisational, negotiation, and public speaking – all very transferable to the workplace.
- A FREE CPD accredited Negotiation Skills course with The Negotiation Club, paid for by the SU.
- Access to Rep-only prize draws to win vouchers.
- The chance to win SU Representative of the Month, or SU Representative of the Year prizes.
- A University of Law Students' Union hoodie with your role on, plus a badge.
- Access to a range of opportunities not offered to other students.
- Priority access to events and opportunities run by the Students' Union.

Who should apply

Students are welcome to apply for the role for their own campus only (including ULaw Online). You will need to be a **current student from November 2026 until at least May 2027**.

The University is required to meet UKVI visa regulations. Applicants who do not currently have the right to work in the UK will have to satisfy UKVI regulations before they can be appointed.

Any existing experience, skills, knowledge and behaviours listed below will be beneficial to your application:

- Familiar with the local area and activities available around your campus
- Enthusiasm to work with a variety of people from different cultures, backgrounds and ages, and respectful of different identities, with an empathetic and non-judgemental approach
- Coordinating activities for students/social activities
- Excellent verbal and written communication skills
- Ability to create promotional content, blogs, or videos
- Reliable and punctual with good organisational and time-keeping skills, and using your own initiative to be proactive and engaged
- Working alone and as part of a team
- Understanding of safeguarding and professional boundaries
- Willing to learn new skills/behaviours

To apply for this role, please fill out the application form here:

<https://forms.cloud.microsoft/e/WkBmk9VPTk>

If you have any questions about this role or the application, please contact:

Student Voice Coordinator: **Gary.Knight@law.ac.uk**