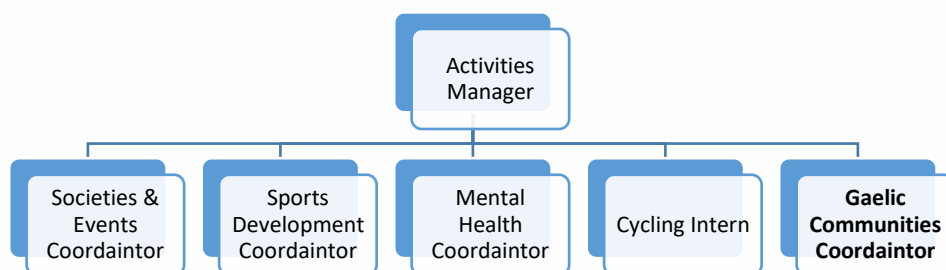


# Gaelic Communities Student Coordinator

## September 2021



**Job Title:** Gaelic Communities Coordinator  
**Department:** Activities  
**Salary:** £20,967



### Main Purpose of the Role:

This role supports students to create and deliver extra-curricular and social activities to enhance the experience of students, specifically within a Gaelic context. This role will play a key role in developing key relationships within the Gaelic Community across all campuses and will support the work of the Activities department. They will be responsible for supporting students to develop and lead activity, whilst working with key stakeholders to expand the opportunities on offer to our students across the UHI Partnership. They will be a key liaison with Gaelic organisations and companies, connecting HISA with the Gaelic community and enhancing the cultural awareness amongst our members.

They will also support the wider team to create publicity material in Gaelic, ensuring wider HISA activity is accessible to Gaelic speakers.

### Key Responsibilities:

#### Student Engagement

- Support students to create and lead Gaelic clubs and societies, providing a wide range of activities for all UHI Students.
- Create and promote a calendar of Gaelic events for all UHI students, including cultural awareness campaigns alongside general events.
- Coordinate a range of opportunities for students to learn Gaelic and converse with other speakers within the local communities.

- Promote activities and opportunities within the Gaelic Community, working with local stakeholders and organisations to enhance the student experience and open opportunities for all.
- Coordinate a Gaelic student on-line community.
- Record impact of Activity and assist with gaining student feedback throughout academic year.

## **Communications**

- Coordinate Social Media platforms to promote activities, campaigns and information to Gaelic students.
- Develop training for speaking Gaelic including workshops and offering online training when available for our members.
- Develop resources for the Activities Department, focused on encouraging them to develop and deliver more engaging events for Gaelic speakers.
- Work with colleagues to ensure Gaelic activity is advertised and promoted within their campuses, creating links to the community.

## **Administration**

- Implement and manage the student membership database, providing up to date detail on Gaelic specific clubs and societies across UHI.
- Assist the Activities Department in their role as focal point of day-to-day student activities enquiries through the Activities Inbox, ensuring that referred requests for information are dealt with promptly and efficiently.
- Support the delivery of cross-society collaboration projects, enabling students to lead quality activities for their personal development and growth.
- Support the delivery of large-scale departmental projects, such as Freshers' Week, Green Health Week, HISA Conference and Volunteer Week as example
- Work with the Activities Manager to manage project budgets within your area of responsibility

## **General**

- To adhere to all relevant HISA policy, procedures, and governing documents at all times.
- To undertake appropriate training and development as required for the role.
- To undertake any other duties appropriate to the role, role grade and organisation, within their competence as required by management, to provide operational cover or support for colleagues including absence and periods of peak workload as required.
- It may be necessary for the post-holder to work out of hours on occasion e.g. to cover events and extended office opening hours. A system of time off in lieu will operate to cover this.
- The post-holder is encouraged to take their leave days during non-peak HISA periods. Leave during Elections, HISA-Con and Fresher's should be avoided.
- A degree of travel between campuses will be expected.



## Person Specification

### Qualifications, Training and Experience

Criteria	Essential	Desirable	Tested at;
Fluent in both written and spoken Gaelic	✓		A, I
Experience in fields of communications and marketing	✓		A, I
Experience developing training for staff or volunteers	✓		A
Experience in delivery of support, advice and information to diverse audience	✓		I
Experience delivering large scale projects		✓	A, I
Experience in budgeting, and financial systems		✓	A
Experience in meeting management and administration		✓	A, I

### Skills, Knowledge and Ability

Criteria	Essential	Desirable	Tested at;
Excellent self-management skills including time management, autonomy and initiative	✓		A, I
Knowledge of the principles of health and safety, and experience in completing risk assessments		✓	A, I
Knowledge of Higher Education and Further Education	✓		A, I
Able to work effectively in a democratic environment	✓		A, I
Able to deal with multiple deadlines and conflicting priorities	✓		A, I
Appropriate level of IT skills and willingness to learn new software packages.		✓	A
Excellent interpersonal skills including communication, leadership and negotiation with people at all levels	✓		I

### Values

Criteria	Essential	Desirable	Tested at;
Student-Driven	✓		A, I
Supportive	✓		A, I
Sustainable	✓		A, I
Inclusive	✓		A, I

A = Application, I = Interview

