

ITY OF
STERSHIRE



Commercial Partnerships Coordinator

Job Pack

Thank you for your interest in this role at the University of Gloucestershire Students' Union.

APPLYING FOR THIS ROLE

Applications are to be made by submitting a CV and supporting statement of no more than 2 pages. We encourage you to save a local copy of your application for future reference.

In the supporting statement we advise that you look through the person specification in this document and draw attention to how you meet the requirements of the role.

We are seeking a candidate who can instantly contribute to the success of UOGSU and the key aspects of experience, skills, and values we are looking for are listed in the person specification. We're mindful that it is unlikely that a candidate would possess all the desired criteria and we would encourage applications from people who meet most but not all points on the list. Training and support will be available to aid development to meet the full person specification once appointed.

We will consider applications from applicants who present an alternative to full time working/job share, however there will be a business need for at least 0.8 FTE.

Returning your application

Candidates are able to arrange an informal conversation with Josh Clare, Chief Executive Officer in advance of submitting an application. To arrange an informal conversation please contact Josh via email: jclare1@glos.ac.uk

You can submit your application via email to sugovernance@glos.ac.uk using the subject line "UOGSU SACM Application [Your Name]". Please note, we will not accept applications which arrive via an alternative route.



IMPORTANT DATES

Closing Date: Friday 20th September, 17:00

Interview Date: w/c 30th September

Start Date: October/November 2024

Job Details

Job Title: Commercial Partnerships Coordinator

Location: Across all of the main University of Gloucestershire sites with 60% 'home' Campus of Oxstalls

Department: Partnerships

Reports to: CEO

Reports: N/A

Salary: £22,634

Contract Type: Full time (with part time at 0.8 considered)

Hours: Usually between 9am and 5pm, Monday to Friday. Some flexible hours required to meet demands of the Students' Union.

Benefits: 25 days holiday pro rata, contributory pension scheme available.



RESTATING OUR VALUES

UoGSU is a value-driven organisation. The work we do has the power to impact the real, lived experiences of our members — and how we do it is incredibly important. To all our members and stakeholders, we promise to be:

Inclusive:

We advocate for equity. Everyone is welcome at UoG, and we've got your back — regardless of your background or identity.



Democratic:

We empower our members to be decision makers. We're student-led, with student needs at our very centre, shaping the work we do.



Courageous:

We recognise that change is often a good thing. We're willing to make brave decisions and work with our members to do things differently — and we're always honest about our limitations.



Sustainable:

We prioritise decisions that contribute positively to environmental, social and economic sustainability, for the benefit of our members, our stakeholders and the wider community. We acknowledge the interconnectedness between decisions we make and our impact on the world around us.

Strategic plan 2024-27: our three areas of focus

Our strategic activity from 2024 to 2027 is grouped into 3 areas of focus:

- 1. The core role of the SU**
- 2. Developing student communities**
- 3. Being a critical partner**

You can read our full strategy document online [here](#) and please do contact us to discuss any details pertinent to this role.

JOB INFORMATION

Main purpose of the job

The Commercial Partnerships Coordinator will play a critical role in the SU working with a range of external partners to deliver new opportunities to our members whilst simultaneously developing revenue opportunities for UoGSU.

The post holder will work closely with the CEO and others to ensure that we maintain excellent relationships with our external partners as well as supporting the development of new partnerships.

Responsible to CEO.

Main duties and responsibilities

Maintaining and developing partnerships

- To maintain and develop key commercial and non-commercial partnerships with external organisations (such as those who attend on site activations)
- To lead on the development of bespoke arrangements for commercial partners to deliver the best experience for our members
- To work alongside the CEO to seek out and develop new partnerships with commercial and non-commercial partners including charitable grant giving organisations
- To work with others across UoGSU to ensure that all obligations from contractual arrangements with partners are met. This may include the scheduling of communications, facilitating of on campus activations or other similar actions
- To monitor, evaluate and improve our range of partnership opportunities to deliver best value for money for partners and quality experiences for our members

Internal sales and communication

- To lead on the sale of UoG merchandise at key events such as Welcome, Graduation and Welcome Back
- To lead on stock management for UoG merchandise including ordering, stock control and sales reporting for key SU events
- To liaise with partners to ensure the delivery of a suitable online shop offer
- To lead on the delivery of Welcome Fayre infrastructure such as the securing of spaces and materials required
- To act as the first responder to inbound enquires via the SU inbox
- To oversee incoming communication to UoGSU via other means

JOB INFORMATION

Department responsibilities

- To attend and contribute to relevant University committees and groups as required and support student leaders in these spaces by delivering briefings
- To support and develop relevant student staff

General duties of all staff

- To understand and uphold the purpose and values of the organisation and ensure that these guides and inform the work and conduct of the post holder.
- To be knowledgeable of the union constitution, as it applies to this post, including any legal requirements.
- To work in accordance with all SU policies and procedures, including health and safety, staffing protocols, financial procedures and the SU's equal opportunities policy
- To undertake any other duties and responsibilities commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.
- To attend from time to time, as required, meetings as necessary to meet the requirements of the post
- To attend all staff development days and training as required. Flexibility in working hours may be required to accommodate this
- To ensure the SU's aspirations to reduce our environmental impact are delivered, contributing positively to the department and the organisation's aims
- To contribute positively (with full day commitment) to at least two university open days and to undertake general team duties during the main annual welcome period
- To be flexible and adaptable in a changing environment, the role holder may be assigned to other areas of the students' union to meet the needs of the service. This will in turn provide development opportunities in which to broaden experience



PERSON SPECIFICATION

This section describes the qualities we'd like to see in the post holder- but where we can offer training for someone that excels in some of the areas, or where you can offer other qualities you think would be useful for the role, you should indicate this on your application form.

Education, qualifications and training

Essential or Desirable

Educated to an A level standard or equivalent experience

D

Experience

Essential or Desirable

Experience working in a customer service role

E

Experience in a student-focused environment

D

Experience in producing analytical reports

D

Experience of developing relationships and working with clients/external parties

E

Knowledge and skills

Essential or Desirable

A working knowledge of Students' Union and how they operate

D

A good understanding of finance

E

A strong understanding of Microsoft Excel and the wider Microsoft Office suite

E

A solid awareness of stock control and B2C sales

D

Knowledge and skills

Essential or Desirable

Commercially savvy with an understanding of budgeting and income generation

E

Excellent organisation and time management skills

E

Values and attitudes

Essential or Desirable

Desire to work within a student led environment

E

Understanding and commitment to equal opportunities, liberation and diversity

E

Desire to engage in continued professional development and improvement opportunities

E

University of Gloucestershire Students' Union

uogsu.com | 01242 714360 | su@glos.ac.uk
The Park, Cheltenham, GLOS, GL50 2RH
UGSU is a part of the National Union Of Students
UGSU represents students from the
University of Gloucestershire

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