

Job Description

Position/Job Title:	Events & Activities Coordinator (Graduate / Placement Role)
Ref:	364
Location/Building:	Any BU or BU-affiliated accommodation site
Faculty/Professional Service:	Estates
Group/Section:	Residential Services
Duration if temporary:	Between August 2025 – July 2026 (precise start & end dates to be agreed with individual)
Normal hours per week:	37 hours (working hours flexible and to be agreed based on needs of the ResLifeBU programme)
Grade:	3
Accountable to:	Residential Communities Manager

Job Purpose

This is an important role that will deliver on ResLifeBU's aims to create a lively, friendly, and supportive community across the University's student accommodation, contributing to the planning, promoting, and running of a programme of activities, events, and excursions that deliver on the core elements of ResLifeBU. ResLifeBU focuses on the core elements of increasing student sociability, promoting wellbeing, developing skills, and living sustainably.

This role will enrich the student experience; reach-out and engage diverse student groups; promote student wellbeing; encourage involvement and participation; and motivate students to meet new people, forming lasting relationships during their time at university. The role will be required to deliver these aims within an agreed budget, ensuring the program influences and impacts on all students living in the University's student accommodation.

Post holders will be expected to be able to meet the requirements of the role outlined below for up to 12 months, with the need to regularly work evenings, weekends and holiday periods as required for the effective delivery of the programme.

Main Responsibilities

1. Working with the ResLifeBU Resident Assistants, to deliver and attend ResLifeBU activities, working as a team to meet the goals of the programme.
2. Ensuring all ResLifeBU activities are delivered within specified budgetary targets and all BU financial protocols and controls are adhered to.
3. Contribute to the design and implementation of the ResLifeBU activity/events programme for students living in BU accommodation, in conjunction with the local accommodation teams, SUBU, SportBU and other relevant stakeholders, increasing participation, quality, and quantity of activities/events run and measuring their impact on the student community.
4. Working with the Marketing & Communications supervisor, and within defined BU guidelines, participate in, promote and market the ResLifeBU promotional campaigns e.g., WhatsApp, leafleting, blogging/vlogging, social media and website management, notice boards & word of mouth, ensuring enhanced awareness of the ResLifeBU program.
5. Working with the local accommodation site teams and ResLifeBU Resident Assistants, assist with the reception of new students over key arrivals weekends creating a welcoming environment through the delivery of a variety of tasks. These include the initial 'meet & greet' upon arrival, promoting the ResLifeBU programme, signing

students up to the ResLifeBU social media and conducting introductory/welcome meetings at allocated accommodation blocks/houses, providing students with an opportunity to better understand this role and the ResLifeBU programme.

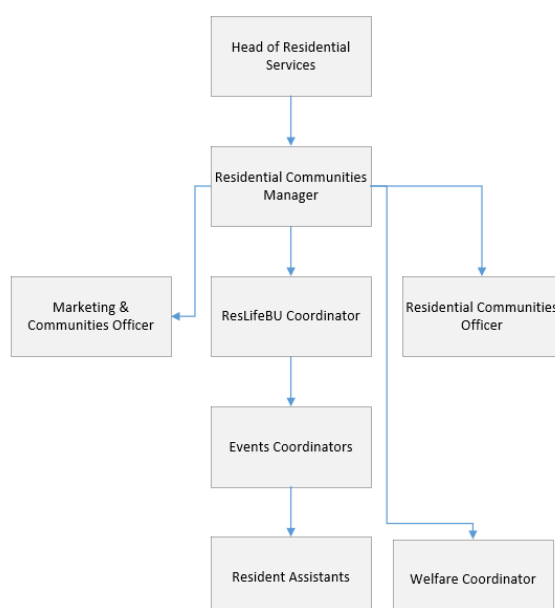
6. Influence the development of positive student communities through proactive networking and socialising with all students encouraging and helping them form bonds and connections with each other, identifying any behaviour of concern within the community and reporting relevant information to BU management as required for review and possible follow up
7. Attend and participate in all diarised meetings to review and monitor programme performance, as well as individual and team objectives, engaging in discussions to ensure consistency of practice and knowledge exchange across the BU student accommodation portfolio.
8. Ensure the programme is delivered safely and within defined BU's Health & Safety policies and protocols; ensuring risk assessments for all events/activities are completed and submitted for management review prior to running the event and that the agreed assessment is shared with key stakeholders, e.g. the relevant local accommodation teams and students; ensure that all accidents/incidents or near-misses are reported and appropriate records are maintained.
9. Complete any administrative tasks related to the delivery of the programme.
10. As part of a rota, work weekends as required for the delivery of defined ResLifeBU and wider university activities, including (but not exclusively) Arrivals weekends, ResLifeBU events, University Open Days and the Confirmation & Clearing call centre.
11. To work holiday periods, including Christmas, New Year and Easter, on a fairly allocated rota basis, to deliver ResLifeBU activities for those students who remain in residence during these times.

Contacts

Internal: Residential Services staff, Student Services staff, SUBU and other university teams as required

External: BU's Partner Accommodation Partners, Various Contractors and Service Providers required for the delivery of ResLifeBU activities and Parents

Organisation Chart



Challenges

- Considering the specific and varied needs and requirements of a diverse student community, including non-UK based students and minority groups including: BAME, gender orientation, lifestyle, e.g., vegan, non-alcohol and religious
- Forming positive and open relationships with a wide variety of different stakeholders and agencies to promote and demonstrate genuine partnership working approaches.
- Understanding the issues that impact and affect students, especially those related to both independent and communal living.
- Managing time and resources to deliver a programme of activities that meet the aims of ResLifeBU but also supports the wider aims of key stakeholders, including SUBU and the University's Partners Accommodation Providers.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

June 2025

Position / Job Title: Events & Activities Coordinator		Position No:
Faculty / Service: Student Services / Residential Services		Date: June 2025
SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
University alumnus within the last two years, or placement student currently studying at Bournemouth University, with experience or qualification demonstrably relevant to the role		E
Experience of supervising group activity		E
Understanding of current issues impacting on students, especially those related to both independent and communal living		E
Demonstrable evidence of experience in events planning and implementation, including marketing and promotions		D
Knowledge of health and safety requirements including how to conduct risk assessments when arranging or managing events, social or educational activities		D
Experience of living in University or Privately managed student accommodation		E
Knowledge of legislation surrounding data protection and confidentiality		D
Knowledge of and interest in current issues affecting student wellbeing and sustainable living		E
Demonstrable evidence of experience working with students or young people		D
Experience working with small budgets / forecasting and a high attention to detail		D
Skills		
Excellent communication and interpersonal skills, including the ability to persuade, motivate and organise others		E
Demonstrable evidence of leadership and/or mentoring		E
Self-motivated and organised		E
Excellent social media skills across a broad range of platforms, including WhatsApp, Facebook, and Instagram		E
Attributes		
Mature outlook, reliable and flexible		E
Willing to work weekends, evenings and holidays as required.		E
Ability to role model defined and expected standards of behaviour		E
Passion for events management and enhancing the student experience		E