

Role Profile

Role title:	Student Media Development Coordinator
Salary:	£24,520
Full/Part Time:	Full-Time
Contract term:	12 months Fixed-Term until July 2026
Accountable to:	Senior Volunteer Coordinator
Accountable for:	400+ Student volunteers at the Mancunion, Fuse FM, Fuse TV and related activities
Hours:	35 Hours per Week
Location:	Usually located at the main Students' Union Building with an option to work some hours remotely (up to two days per week)
Eligibility:	Open to current students at the University of Manchester and graduating at the end of the 24/25 academic year. Must be eligible to work in the UK at the start of employment.
Benefits:	We offer a great range of benefits. You can see them here .

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are:

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

Role Overview

The Students' Union is proud to support the growing number of students engaged with our award-winning media and arts groups each year. We're keen to empower the students in these groups to continue creating media and journalistic content, ensuring they have a great experience whilst doing so. Our core student media portfolio consists of:

- the Mancunion, the student newspaper publishing 10 32-page print editions and an average of over 1000 articles online each year;
- Fuse FM, our student radio station broadcasting an average of 80 hours of content each week; and
- Fuse TV, our student TV station which released 40 productions in the last academic year alone.

Our media groups are led by student committee members – voluntary leaders who provide direction for the group and deliver an annual calendar of activities. The Student Media Development Coordinator plays an important role in ensuring that both the leadership roles and the volunteer opportunities they support are engaging, inclusive, and support students' progression.

Whilst our media groups are creating their own content, the Student Media Development Coordinator will be surrounded by this buzzing multimedia environment, empowering the student leaders to shape their groups' creative outputs. This includes ensuring the students leading and contributing to our media groups have access to the right resources, support, and training, and coaching student journalists on investigative journalism and politically or ethically sensitive pieces. Working with the student leaders to create an annual calendar of activities and training opportunities, the Student Media Coordinator will help to ensure that being a member of our media groups is enjoyable and supports students' development, whilst focusing on the experience of our student committees in particular.

The Student Media Development Coordinator sits in the Student Development team, whose focus is on providing an outstanding student leadership experience for volunteers participating in a range of activities across campus. The team is always looking to improve the support and resources available to student leaders and create spaces for students to build communities centred around shared interests such as media production.

Ensuring that our media activity is student-led and has the interest of our student community at its heart is important to us, so if you are eager to help students fulfil their creative and journalistic interests, you will thrive in this role. As an opportunity for a graduate, this role will provide an environment for you to build evidence of using your journalism knowledge and leadership and empowerment skills in a multimedia context to advise and coach student volunteers in a hands-on way.

Key Result Areas

Responsible for	Contributor to
Providing an excellent volunteer experience for the 8 students leading our student media groups. This includes providing 1-2-1 coaching and guidance that empowers them to manage their large teams and develop their own approaches to broadcasting, publication, and production.	Supporting the student media leaders to deliver an excellent volunteer experience for almost 100 committee members and hundreds of contributors, which will foster a sense of community and boost engagement with the groups.
Coaching student leaders to implement group management processes that enable them to sustain the high levels of content production already taking place, such as the publication of over 750 articles a year and broadcast of around 80 hours of live radio each week.	Sourcing opportunities to promote media groups across campus and the wider city, contributing to growth in content engagement. Supporting student media leaders to deliver visible and impactful students news coverage during LeadMCR and supporting their contributions to other student initiatives e.g. Alive festival.
Developing knowledge of media law, ethical journalism, and broadcasting regulations to prevent any breaches of good practice across all student media platforms during the academic year. Supporting media groups to operate at high legal and ethical standards will involve guiding students on best practice, addressing potential media law concerns, and utilising the expertise of the Union's Media Law Advisor.	Contributing to the recognition of our student media groups' successes through supporting with the submission of national award nominations for the Mancunian, Fuse FM and Fuse TV, and assisting with the planning of the annual Students' Union awards night to facilitate over 275 nominations and 250 students' attendance at the event.
Co-creating an annual calendar of learning and development opportunities for members of our media groups, including three days of bespoke training in September 2024 and at least two externally sourced development opportunities for all three media groups across the year.	
Gathering and analysing data to inform decision-making and improve student media outputs, including tracking engagement levels, contributor data, content themes, and student interests. This insight will support media leaders in tailoring their content strategies, increasing	

reach, and ensuring media output remains relevant and representative of the wider student body.	
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Organisational Stewardship & Leadership Responsibilities

- You'll participate in team planning days.
- You'll assist in key Students' Union events & activities throughout the year including Welcome Week, elections and supporting the officers in delivering their plans.
- You'll perform duties in line with the Union policy & procedure framework.
- To contribute to maintaining communal areas and team stores

Person Specification

Criteria	Assessed at:			
	Application Form	Interview	Task	All
Education				
Current University of Manchester student – graduating July 2025				
Skills				
Follows good practice guidelines – particularly in relation to journalism, content creation, and/or broadcasting; demonstrates attention to detail and ethical standards		✓		
Leadership – coordinates a team of students or volunteers to successfully deliver an activity; uses a coaching approach to deliver results, active listening, gives and receives feedback	✓			
Coaching skills – provides 1-2-1 support or guidance to others; encourages development, tailors support to individual needs, builds trust		✓		
Project planning and delivery – sets clear goals and milestones, monitors progress, adapts to changing circumstances, manages resources effectively	✓			
Excellent communication skills – adapts communication style to suit a range of audiences; active listening, clear and concise delivery, effective written and verbal communication		✓		

Experience				
Media or content creation – digital or print media experience (e.g., through a university media group or external media organisation); includes writing, editing, publishing or audio/visual content production	✓			
Personal Attributes				
Works independently – able to prioritise own workload and manage time effectively to meet targets and deadlines			✓	
Values & Behaviours				
Aligns with the SU's values and behaviours – demonstrates this both personally and professionally; upholds organisational principles and culture				✓
Insight driven – collects and uses data from a range of sources to measure impact or inform decision-making; reflects on outcomes to improve future practice		✓		
Collaborative – works effectively with team members; seeks to include all voices, supports colleagues in problem-solving		✓		
Active Bystander – committed to dismantling barriers; ensures working practices are accessible and inclusive, factors diverse perspectives into decision-making	✓			

Our Recruitment Process

The way that we recruit is designed to be fair, transparent and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited exactly the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

Top Tip: our roles can be quite competitive, so we recommend applying as soon as possible as we often close applications early!

If you'd like further information or support regarding our recruitment process, we recommend that you read our full recruitment guide for applicants [here](#).