



Societies and Communities Development Manager

Edinburgh Napier Students' Association (ENSA) exists to enable students to make the most of their university experience. We do this by representing, supporting and developing Edinburgh Napier students to be successful in their studies; to try out new things; to engage in, and contribute to, university life; to be healthy and happy; to bring about positive change; and to have fun.

ENSA is seeking an energetic and experienced person to lead and develop our student societies. The successful candidate will enhance the student experience by growing and developing student-led extracurricular activities; establishing and maintaining the structures and support required for the effective running of societies, working closely with their counterpart in Student Sports; and supporting Elected Officers to carry out their duties.

Salary:	£24,536 (Scale B)
Contract:	This is a full-time permanent post.
Hours:	35 hours per week (7 hours per day) worked Monday to Friday
Location:	You will be based at ENSA's main office on the Merchiston Campus with regular travel to the Sighthill Campus and occasional travel to Craiglockhart. Some home working may be allowed with the permission of the line manager and as business needs allow.
Holidays:	38 days, including 10 days when ENSA offices are closed.
Reports to:	Student Engagement Team Lead

Responsibilities:

Lead the Student Societies service area

- Grow and develop student societies working with students, Sabbatical Officers, the University and external stakeholders
- Line manage Interns and/or other junior staff related to the service area
- Innovate for the purposes of continuous improvement
- Contribute to key ENSA campaigns and events

Develop and carry out administrative processes and procedures

- Work alongside the Head of Sports to develop, update and implement policies, processes and procedures to ensure the safe and efficient running of societies
- Develop and maintain a volunteer framework to recognise officeholder contribution
- Conduct and coordinate annual inventories on societies equipment
- Ensure compliance with health and safety standards in the delivery of extra-curricular activities and events and ensure risk assessments are carried out
- Work closely with the Finance Team to monitor and approve financial transactions for societies, ensuring that correct policies and procedures are being followed
- Use online systems to manage societies memberships and collect and analyse data.

Provide training, development and support

- Design and deliver training programmes for Societies Office Holders
- Promote equality and diversity throughout Societies
- Support the setting up of new societies to engage a wide range of students with different interests and backgrounds from across the University
- Provide advice and guidance to Office Holders on raising funds from membership fees, sponsorships and other sources
- Work with Office Holders to plan realistic budgets
- Support the Elected Officers to carry out their duties
- Support the President for Community & Societies

Engage with key stakeholders

- Build and maintain productive partnerships with the University and other stakeholders

Contribute to the overall effectiveness of ENSA

- Monitor, report and evaluate KPIs for the purposes of continuous improvement
- Contribute to the planning and execution of Welcome activities and other ENSA events throughout the year
- Work collaboratively and flexibly across the organisation and within the Student Engagement Team, contributing as necessary to enhance ENSA's resilience
- Seek out and learn from good practice elsewhere in the sector to improve ENSA's offer

The main role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

Person specification:

Criteria	Essential	Desirable
Education and Qualifications	HND or equivalent experience	Degree
Experience	<p>Evidence of:</p> <p>Delivering training programmes</p> <p>Experience of administration</p> <p>Initiating, coordinating, organising and risk-assessing extracurricular activities</p> <p>Working with young people, students and/or volunteers</p> <p>Building and maintaining external networks and partnerships</p> <p>Overseeing basic financial recording and reporting</p>	<p>Experience working in students' associations / unions or in the higher education or college sector</p> <p>Experience of line management</p>
Knowledge	<p>Good knowledge of the higher education or college sector</p> <p>Understanding of the student experience and of student interests and concerns</p>	Knowledge of health and safety protocols
Skills	<p>Ability to:</p> <p>Mentor and develop students and student volunteers</p> <p>Work and communicate with a diverse range of people from different backgrounds and with different perspectives</p> <p>Identify and pursue new opportunities to enhance the student experience</p> <p>Take initiative and work independently</p> <p>Keep accurate and up-to-date records</p>	<p>Willingness to undertake training to deliver training to students</p> <p>Ability to create online forms and workflows</p>

	<p>Organise and service committees</p> <p>Use technology to increase stakeholder engagement</p> <p>Use a range of Microsoft Office tools</p> <p>Prioritise workloads and meet deadlines</p> <p>Juggle a number of projects and priorities at once</p>	
Attributes	<p>Commitment to personal and professional development</p> <p>Commitment to equal opportunity</p> <p>Good interpersonal skills</p> <p>Enthusiastic team-player</p> <p>Flexible and resilient</p>	

Applications

Eligibility: You must have, at the time of application, the right to work in the UK.

To apply: Fill in the [application form](#) and send it to HR@napierstudents.com. You may also submit a CV; however, please note that CVs will not be accepted without an application form.

Closing date: 15th June 2026 at 12pm (noon)

Interviews: Interviews will be held in person at the Merchiston Campus on the week of 22nd of June 2026.