



CoppaFeel!
Student Engagement Executive Job Description
January 2022

Job Title:	Student Engagement Executive
Salary:	£24,500 per annum
Hours of work:	37.5 hours per week / Full time. (Some evening and weekend work may be required)
Term:	Permanent
Probation:	3 months
Period of notice:	2 months
Location:	Based at Boob HQ in London Bridge (With some remote working and travel across the county)
Start date:	February - March 2022

ABOUT THE ROLE

The Student Engagement Executive will sit within CoppaFeel!'s Education team – along with the Director of Education and Health Comms, Head of Education, Volunteer Community Manager, Health Information Manager and Education Assistant. This new role will be working with the team to educate more young people on our checking message and will spearhead the development of CoppaFeel!'s presence in the student space. This role is required to deliver impactful work to our key demographic, identifying opportunities and building relationships with stakeholders on campus to diversify our outputs and reach amongst university students.

This is an exciting opportunity for an entry-level candidate to take ownership of building CoppaFeel!'s relationships in the student space or a good stepping stone for someone wanting to transition into the charity sector. The right candidate will be someone who genuinely possesses the values of CoppaFeel! and has a real desire to change lives and behaviours.

ABOUT COPPAFEEL!

CoppaFeel! exists to educate and remind every young person in the UK that checking their boobs isn't only fun, it could save their life. We are the first breast cancer charity in the UK to specifically focus on the needs of young people, aiming to help them develop new, sustainable, and healthy habits that could one day save their life.

We are a small team with a big voice. We were founded out of a need to correct the disadvantage that young people experience when they are not represented in or cannot see themselves reflected in the work of other organisations working in this space. That means that many young people are diagnosed late, or die from this disease. Our team is driven to change this.

CoppaFeel! is about more than discovering a cancer diagnosis. It's about empowering everyone to be proactive about their health and body, as well as their outlook on life. It's about knowing your boobs; knowing that if you do find something, you know what to do and



if found early, you have many options. Put simply, breast cancer does not need to be detected late, and as long as we are here and continue to be supported by people like you, we will do all we can do to make sure that this doesn't continue to happen.

POSITION IN ORGANISATION

- Reports to Head of Education
 - Works closely with Volunteer Community Manager and Education Assistant
 - Sits within the Education team but works closely with all departments, specifically with the Marketing and Fundraising teams
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DUTIES AND RESPONSIBILITIES

- Leading the development and delivery of CoppaFeel!'s presence in the university student sector.
 - Assisting with the day to day running of CoppaFeel!'s education programmes with administrative duties, such as; keeping the database and volunteering platforms up to date.
 - Anticipate and keep up to date with current research about student attitudes and behavioural change.
 - Monitoring, tracking and reporting monthly on our impact in the student space and presenting to the wider education team.
 - Implement the EDI strategy, increasing diversity in the student space and broadening our appeal and accessibility within our work.
 - Build and maintain relationships with key stakeholders in the student space including, but not limited to: student union reps, brands, marketing agencies, EDI officers, wellbeing officers, campus health care practises.
 - Visiting universities to network and build relationships with key stakeholders and student beneficiaries.
 - Communicating with volunteers and working with the Volunteer Community Manager to evolve the Uni Boob Team programme.
 - Contribute to the development of new volunteering roles to capture more student involvement and diversify CoppaFeel!'s presence.
 - Assist with day to day running and engagement of new volunteer roles within the student space
 - Working closely with the Fundraising and Marketing teams to aid student engagement and ensure there is fluency and cohesion across all student activity at CoppaFeel!
 - Contributes and adheres to budgets with assistance from the Head of Education.
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SKILLS, KNOWLEDGE, PERSONAL ATTRIBUTES AND EXPERIENCE

Essential

- Outstanding organisational skills
- Outstanding time management skills
- Outstanding administrative skills



- Ability to work effectively with colleagues at all levels across the department and organisation
- Ability to plan and meet deadlines
- Ability to work unassisted and be self-motivated
- Excellent communications skills
- Comfortable meeting new people and building rapport
- Good initiative with a hunger to learn and improve

Desirable

- Experience of working within the student sector
- Knowledge of the student sector
- Experience coordinating or working with volunteers
- Experience of using Google Suites applications
- Experience using database software
- Accustomed in using basic MAC and/or Microsoft office-based applications and confidence in formatting documents to create appealing, professional documents

GENERAL DUTIES OF A COPPAFEEL! TEAM MEMBER

- To work harmoniously and effectively with colleagues
- To assist in identifying and highlighting key external trends which are relevant to the Charity's operation and provide relevant advice
- To develop appropriate plans, budgets and performance measurements (including user feedback) for own areas of work
- To participate, as appropriate, in staff forums and meetings
- To adhere to CoppaFeel!'s Policies and Procedures
- To be flexible with working hours and be willing to work weekend hours where appropriate (i.e. education events)
- To carry out other tasks as required by the CEO & Director of Education & Health Comms from time to time.

HOW TO APPLY

Please complete the application form on our website, submitting your CV and a covering letter detailing why you are applying for this role.

Applications will close on Sunday 16th January 2022, with interviews taking place from the 24th January 2022. Please let us know if you have any accessibility requirements or need any adjustments for interview.

MAIN BENEFITS, TERMS AND CONDITIONS

Annual Leave:	22 days (plus public holidays, birthday and Kris' cancer anniversary)
Notice Period:	2 months
Benefits:	Active fund, Employee Assistance Scheme



Expenses: Travel and food during the course of business will be reimbursed

EQUALITY, DIVERSITY AND INCLUSIVITY STATEMENT

At CoppaFeel! we support a diverse range of communities and we understand that effective recruitment is central and crucial to meeting the needs of our beneficiaries. We particularly welcome applications from people identifying with a minority ethnic background, LGBTQ+ candidates, candidates with disabilities, and from men, because we would like to increase the representation of these groups within the charity. We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognise the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.

GDPR STATEMENT

We will always endeavour to keep any personal information you share with us safe. We are committed to using your personal information in accordance with applicable laws – and only using your personal information where you would reasonably expect us to. For more information on how we look after your information please see our privacy policy. This policy allows you to understand how and why and where we may collect and use your personal information.