

Activities Coordinator

Role Profile

The Union's mission: **unlocking the potential and enriching the life of every student.** Your role in this mission is described below.

Main Purpose of Role:

- 1) To provide operational support for all SUSU Clubs and Societies
- 2) To work with the student body (specifically student volunteers, clubs and societies) to maintain and develop a diverse, exciting and relevant range of opportunities that enhance the student experience
- 3) To contribute to and develop the wider work of the Activities Team and Students' Union.

Responsible to: Head of Activities
Responsible for: N/A
Grade: C

Main Duties of the Role

To provide operational support for all SUSU Clubs and Societies

- Administer, develop, and review processes and procedures relating to the effective running of student groups
- To ensure that the risk assessments for clubs and societies are prepared and followed by all those involved, ensuring all working practices and activities within the programme adhere to health and safety legislation as set by the Head of Activities.
- To research, plan and deliver an effective programme of training, guidance and support materials for clubs, and societies committees.
- Ensure students adhere to legal requirements and governing documents and report any issues or breaches to the Head of Activities.
- Research guest speakers, organisations and associations proposed by student groups, and determine if they need to be referred to the Head of Activities for further research before approval.
- Support clubs and societies in ensuring activities are safe, inclusive, accessible and in line with SUSU's Values and EDI strategy.
- Proactively seek ways to develop the opportunities, personal development & support for club and society committee members.
- Promote and encourage the participation of clubs and societies in wider union projects and activities (e.g., Give It a Go, Liberation campaigns, SUSU events).
- Support the wider team with the development of opportunities to recognise and reward club and society volunteers for their voluntary contribution i.e. SUSU Awards e-badges.
- Support sabbatical officers with the allocation funds for student groups, oversee sponsorship agreements and identify avenues of additional funding for student groups as needed.

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To work with the student body (specifically student volunteer, clubs and societies) to maintain and develop a diverse, exciting and relevant range of opportunities that enhance the student experience

- To support the student volunteers in engaging in consultation with the student body to identify developments that will enhance the student experience.
- To work with students to help create, develop and implement a range of student-led initiatives that reflect the purpose and responsibilities of the Students' Union.
- To provide guidance and support to student volunteers in relation to the rules governing budgetary spend and student-led initiatives.
- Conduct ongoing evaluation and monitoring of campaigns, events and club and society activity to include data such as participant feedback, results, attendance numbers and demographic breakdown, to drive development and improvement
- Provide expertise, advice and support, including project planning, to Sabbatical Officers and volunteers empowering them to achieve their objectives

To contribute to and develop the wider work of the Activities Team and Students' Union

- To work with the Activities' team to implement the departmental priorities and ensure that all Union opportunities are accessible to every student.
- To manage external relationships and liaise with the University, Students' Union colleagues and wider stakeholders to develop new and effective opportunities for our members.
- Working as a member of the Activities Team, the postholder will be required to support the work of colleagues within the wider team or across SUSU for joint events and activities. This might include for example, Fresher's, Varsity, Elections and Celebration and Award Events.

Contribute to the overall effectiveness of the Union by

- Developing and maintaining relationships with key internal and external stakeholders
- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met
- Supporting the implementation of the Union plan, promoting our aims and values through the goals of the departments Operational Plan
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental
- Contributing to the positive image of The University of Southampton Students' Union with students, University and the local community working with the team to ensure a full service is provided at all times, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives

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- Completing such other duties as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of the post

Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Experience or demonstrable interest in the specialist areas of work: Developing student experience	X	
Understanding of University academic structures and processes as well as the wider Higher Education sector		X
Experience in the organisation and delivery of effective training		X
Experience in project development and management		X
Experience of budget management		X
Experience of line management of staff members or working with volunteers		X
Excellent verbal and written communication skills including liaison with external bodies and stakeholders	X	
Ability to work within an environment directed by elected student officers with a positive commitment to enhancing the student experience	X	
A commitment to providing high quality Customer Service	X	
Excellent office administration skills	X	
Recent experience of using word processing, database, spreadsheet and email packages	X	
Experience in delivering presentations and engaging in meetings		X
Commitment to and knowledge of equal opportunities including inclusivity and access issues	X	
Commitment to and passion for the values and purpose of a Students' Union	X	
Commitment to and an understanding of Ethical & Environmental issues and Health & Safety	X	

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Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.