

# Activities Coordinator (Performing Arts) Role Profile

<b>Pay Grade:</b>	3
<b>Responsible to:</b>	Societies & Campaigns Manager
<b>Responsible for:</b>	N/A

## Main Duties of the Role

### To provide operational support for SUSU Performing Arts Societies

- Act as first point of contact and build relationships with Performing Arts societies
- Administer, develop and monitor effectiveness of processes and procedures relating to the effective running of societies, making improvement recommendations to Societies & Campaigns Manager
- To coordinate, deliver and evaluate an effective programme of training, guidance and support materials for clubs and societies committees, including proactively seeking ways to develop the opportunities, personal development & support for society committee members
- Support societies in ensuring activities are safe, inclusive, accessible and in line with SUSU's Values and EDI strategy/code of conduct/expect respect.
- Ensure that the risk assessments for 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
- Ensure students adhere to legal requirements and governing documents and report any issues or breaches to the Societies & Campaigns Manager
- Research guest speakers, organisations and associations proposed by student groups, and determine if they need to be referred to the Societies & Campaigns Manager for further research before approval
- Support student executive committee with the allocation of funds for societies, oversee sponsorship agreements and identify avenues of additional funding for societies as needed
- Act to investigate and report and make recommendations on society disciplinary matters as instructed and advised by the Societies & Campaigns Manager

### 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

- Support student volunteers in engaging in consultation with the student body to identify developments that will enhance the student experience
- Work with student volunteers to help create, develop and implement a range of student-led initiatives and campaigns reflecting the purpose and responsibilities of

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SUSU, taking responsibility for campaign/activity project management and budgeting

- Provide guidance and support to student volunteers in relation to the rules governing budgetary spend and student-led initiatives
- Support ongoing evaluation and monitoring of campaigns, events and society activities, including 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 and deliver campaigns
- Stay abreast with best practice, campaigns and activities delivered by other students' unions and make recommendations to Societies & Campaigns Manager

## To contribute to and develop the wider work of the Activities Team and SUSU

- Work with the Activities Team to implement the departmental priorities and ensure that all SUSU opportunities are accessible to every student
- Support the wider team with the development of opportunities to recognise and reward club and society volunteers for their voluntary contribution (e.g. SUSU Awards e-badges)
- Promote and support the participation of [insert specialism] societies in wider SUSU projects and activities (e.g., Give It a Go, Liberation campaigns, SUSU events).
- Build effective relationships with colleagues across SUSU, the University and, where appropriate, externally to ensure effective collaboration to deliver campaigns and activities and develop new ones for our members
- As a member of the Activities Team, support the work of colleagues within the wider team or across SUSU for joint events and activities, e.g. Varsity, Elections, Celebration and Award Events

## Contribute to the overall effectiveness of SUSU 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 SUSU Strategy, 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 SUSU with students, University and the local community working with the team to ensure a full service is always provided, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Completing such other duties as may be reasonably prescribed by SUSU, appropriate to the grade and responsibilities of the post

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## 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 REQUIREMENTS	ASSESSED AT:		
	Application	Interview	Task
<b>Knowledge/Qualification</b>			
Commitment to and knowledge of equal opportunities including inclusivity and access issues	✓	✓	✓
Commitment to and passion for the values and purpose of a Students' Union	✓	✓	✓
Commitment to and an understanding of Ethical & Environmental issues and Health & Safety	✓	✓	✓
Comprehensive knowledge and ability to use Microsoft Office 365 applications such as Word, Excel, PowerPoint and Outlook	✓		
<b>Experience</b>			
Experience or demonstrable interest in the specialist areas of work: Developing student experience	✓	✓	✓
Experience in the organisation and delivery of effective training	✓	✓	
Experience in project management	✓	✓	
Experience of working in a fast-paced environment	✓	✓	
Experience of working at and planning events	✓	✓	
<b>Skills</b>			
Excellent verbal and written communication skills including liaison with external bodies and stakeholders	✓	✓	✓
Excellent interpersonal skills, with the ability to forge relationships with colleagues and members		✓	✓
A commitment to providing high quality customer service	✓	✓	✓
Excellent time management skills, with the ability to meet deadlines and prioritise tasks	✓	✓	✓
Ability to work autonomously with limited supervision	✓	✓	✓