

# Activities Support (Summer)

## Role Profile

SUSU's vision is that: **Every student loves their time at Southampton.** We exist to:

- Help students find friendship groups
- Help students complete their degree programmes
- Give students a voice in the University and wider community

Your role is contributing towards achievement of this vision is described below:

### Main Purpose of Role:

- 1) To assist in delivering a social programme over the summer
- 2) To help settle international students into everyday life in the UK
- 3) To help ensure all students can engage with activities and services available to them at SUSU, the University and in the local community

**Responsible to:** Societies & Campaigns Manager

**Responsible for:** N/A

**Grade:** 1

### Main Duties of the Role

#### To assist in delivering a summer social programme for students

- Under the guidance of Activities Coordinator, to organise and facilitate events and activities
- To be enthusiastic about SUSU and the University when delivering the social programme
- To have a proactive approach to identifying students needs
- To work with the Activities Coordinators to identify recurring student queries, issues or feedback

#### To help settle international students into everyday life in the UK

- To be a welcoming and supportive point of contact for SUSU to the students
- To proactively help students solve problems as necessary, referring students to the most appropriate SUSU or University department
- To work with the Activities Coordinators to identify recurring student queries, issues or feedback

**To help ensure all students have the opportunity to engage with activities and services available to them at SUSU, the University and in the local community**

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- To continue to offer support and sign posting to students in everyday activities
- To keep informed about student-friendly activities and opportunities, regularly checking event details to give students up-to-date information
- Any other duties that fall within the scope of the role as allocated by the line manager following consultation with the post holder

### Contribute to the overall effectiveness of SUSU by

- 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's plan, promoting our aims and values through the goals of the departments Operational Plan
- Promoting SUSU'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
- Completing such other duties as may be reasonably prescribed by SUSU, 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
Ability to relate with, communicate and support international students	X	
Reliable and willingness to be available when needed	X	
Ability to seek solutions to problems and provide practical support where appropriate	X	
Willingness to work as part of a team and work with others to achieve goals	X	
Excellent verbal and written communication skills	X	
Ability to manage own workload and be organised	X	

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Commitment to and passion for the values and purpose of a Students' Union, including the ability to work in a student led environment	X	
Commitment to and knowledge of equal opportunities – including inclusivity and access issues	X	
Experience in delivering presentations and talking to large groups of people	X	
Experience of working in a multilingual/multicultural context		X
Understanding of the transition of international students to University life in the UK		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.