

Give It A Go Coordinator Role Profile

Our vision is that **every student loves their time at Southampton**. We exist to:

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

Your role in achieving this is described below.

Main Purpose of Role:

- 1) To develop, coordinate and deliver a diverse range of one-off activities, challenges, tours & trips, appealing to a broad range of University of Southampton students as part of SUSU's Give it a Go Activities programme.
- 2) To administer and develop SUSU's intramural sports program, providing casual sporting opportunities for a wide range of students.
- 3) To contribute to and develop the wider work of the Activities Team and Students' Union.

Responsible to: Head of Activities
Grade: Grade C

Main Duties of the Role

To develop, coordinate and deliver a diverse range of one-off activities, challenges, tours & trips, appealing to a broad range of University of Southampton students as part of SUSU's Give it a Go Activities programme.

- To work with the student body (specifically student, clubs, and societies) to organise, plan and develop action plans and timetables of activity for The Give it a Go Programme
- Actively identify appropriate events and activities to offer experiences across a range of service level agreements with external providers, clubs, and societies.
- To work with the Marketing and Events team to actively promote the programme to maximise student engagement.
- To ensure that the risk assessments for Give it a Go systems, events and activities are carried out 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 activities are safe, inclusive, accessible and in line with SUSU's Values.
- To conduct ongoing evaluation and monitoring of the Give It a Go programme, to gather feedback and adhere to quality standards to ensure excellent customer service and drive development and improvement for all students.
- To provide an effective programme of training, guidance and support materials for volunteers, clubs and societies engaged in the Give it a Go Programme.

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- Carry out administrative roles as required including booking venues, arranging transport, and collecting finances.

To administer and develop SUSU's intramural sports program, providing casual sporting opportunities for a wide range of students.

- Liaise with the University of Southampton Sports and Wellbeing facilities team to arrange space, schedule and prepare facilities for intramural activities and special events/tournaments. Develop and implement risk management strategies for the intramural sports program
- Maintain records and databases of intermural teams' results and members
- To support the development and implementation of funding and sponsorship strategies for intermural sports teams
- Conduct ongoing evaluation and monitoring of the intermural sports programme to include data such as participant feedback, results, attendance numbers and demographic breakdown, to drive development and improvement.
- Work to identify the equipment and training needs of intermural sports teams
- Work with SUSU's Marketing and Events team to actively promote intermural participation to harder to reach students.

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 may from time to time 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 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 the Union, 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/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
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, spread sheet 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.