



JOB DESCRIPTION

JOB TITLE:	HEAD OF STUDENT OPPORTUNITIES
RESPONSIBLE TO:	CEO
RESPONSIBLE FOR:	Departmental staff & resources
SALARY:	Undeb Aber Manager Grade
HOURS:	Full-time, annualised hours (36.5 hours per week), to be worked flexibly in negotiation with line manager
DATE OF WRITING:	2nd August 2019

PURPOSE OF ROLE

To support, enable and empower students to develop and access a rich and diverse range of extra-curricular opportunities which will add value to the student experience, promote student community support & integration, and the development of friendships, skills and memories that last a lifetime.

Maintain a detailed knowledge of health and safety, duty of care, safeguarding and regulatory issues relating to Student-led Activities and to support Students' Union compliance in these areas.

To be a proactive member of the Undeb Aber Leadership Team, contributing to developing and achieving organisation wide objectives and strategy within budget.

DUTIES AND RESPONSIBILITIES

1. Leadership & Management

- To be a proactive, supportive and responsible member of the Undeb Aber Leadership Team.

- To support the CEO and Leadership Team in the development, delivery, monitoring and evaluation of long term organisational strategy.
- To commit the resources of this department to advancing the collective purpose and strategy of Undeb Aber.
- To provide effective management of the staff resources of the department, including supporting, empowering and challenging staff to succeed within budget.
- To commit to the development of the department staff to promote excellence in staff impact and achievement.
- To apply the Undeb Aber HR and staff management policies consistently and effectively.
- To support Officers and Representatives to do a great job of representing and influencing for Undeb Aber's members.
- To work with other managers, departments and partners to advance the collective goals of the SU.
- To encourage and promote partnership working between staff, departments and organisations to achieve mutually beneficial objectives.
- To effectively and responsibly manage the budgets and resources designated for use by this department.

2. Student Groups

- To ensure student group leaders are supported to organise sporting and/or shared interest society events, games, matches and activities, promoting facilitation over coordination as much as is possible.
- To ensure student group leaders are trained, supported and developed to effectively administer their groups' activities.
- To manage the administration of student group funding in line with Undeb Aber policy.
- To ensure the election of student group leaders annually, in line with Undeb Aber policies and values.
- To develop partnerships with external organisations to support the effective administration of student group activities, notably BUCS, national and regional governing bodies, referee associations etc.
- To provide effective systems for the administration of student group funds, enabling access as required and minimising risks to Undeb Aber.
- To manage the procurement and maintenance of group kits/resources as a valuable resource.
- To ensure adequate insurance cover is in place to protect members and stakeholders, including Undeb Aber.
- To ensure student groups understand and adhere to relevant regulatory duties and insurance requirements, for example risks of defamation for radio broadcast and newspaper publication.
- To ensure that effective systems are developed and sustained to protect Undeb Aber from risks arising from student group activities, such as those outlined above.
- To maintain a register of group members and participants.
- To manage the provision of travel and transport, ensuring adherence to relevant licensing and regulatory duties
- To make use of digital technology to support the service offer.
- To be the Undeb Aber lead staff member on the development of and adherence to policy relating to health and safety, particularly ensuring effective risk assessments are

carried out for student group activities, and for SU activities across the Undeb Aber portfolio.

3. Student Community Engagement

- To promote the principle of student community engagement throughout the department's activities, noting the value established by a sense of belonging.
- To develop the Undeb Aber commitment to volunteering to include student group leaders, volunteer representatives and Trustees.
- Working with other managers/depts. To organise effective volunteer training and development activities to add value to their voluntary contribution.
- Working with the Student Support & Representation Manager on matters of safeguarding
- To be the Undeb Aber lead staff member for the development of and adherence to policy regarding external speakers.
- To be the lead Undeb Aber staff member on major student community events such as Aber7's and Super Teams, working with other managers/depts. as appropriate.

4. Other duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote Undeb Aber's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of Undeb Aber.
- To be an advocate for Undeb Aber and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

Changes to Job Description

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.

PERSON SPECIFICATION – STUDENT OPPORTUNITIES MANAGER

CRITERIA	Requirement	Application	Interview
QUALIFICATIONS			
Good general education, typically to A level equivalent	Essential	✓	
EXPERIENCE			
Experience of building positive relationships with key stakeholders	Essential	✓	✓
Experience of managing a budget	Essential	✓	✓
Experience of motivating and developing other people or shared interest groups to be successful	Essential	✓	✓
Experience or involvement in developing a positive health and safety culture	Essential	✓	
Experience of working in a member led organisation	Desirable	✓	
KNOWLEDGE			
A commitment to personal or professional development	Desirable	✓	
ATTRIBUTES & SKILLS			
Able to empower and motivate others	Essential	✓	✓
The ability to work effectively in a team and own initiative	Essential	✓	✓
Strong numerical and analytical skills	Essential	✓	
Able to prioritise own work and that of a team	Essential	✓	✓
The ability to be creative and innovative	Essential	✓	✓
The ability to explain complex processes and procedures in simple and accessible terms in writing and in person.	Essential	✓	
Calm disposition especially under pressure	Essential		✓
Able to overcome hurdles and problems in a constructive manner	Essential	✓	✓
IT competent with a working understanding of Microsoft Outlook, Word and Excel	Essential	✓	
Understanding and commitment to promoting equality and diversity and inclusive practices	Essential	✓	✓
Ability to communicate through the medium of Welsh	Desirable	✓	