



JOB DESCRIPTION

JOB TITLE:	SOCIETIES COORDINATOR
RESPONSIBLE TO:	Head of Opportunities
SALARY:	AberSU Coordinator grade
HOURS:	Full-time, annualised hours, to be worked flexibly in negotiation with line manager.
DATE OF WRITING:	5 th September 2017

PURPOSE OF ROLE

To promote student participation in societies, for the purposes of growing shared interest communities, developing transferrable skills, and providing valuable extra-curricular opportunities for members. To administer and support societies to develop and run sustainably and effectively.

DUTIES AND RESPONSIBILITIES

1. Societies

- To provide students with the opportunity to create and join shared-interest student group societies
- To support the setting up and maintenance of shared-interest non-sport student groups.
- Working with colleagues, to promote student group opportunities throughout the membership, in particular at key times of year, such as induction and refreshers
- To ensure all non-sports student groups operate in line with AberSU policies and values, including specifically health and safety provision
- To ensure societies have appropriate insurance and related processes and policies are followed to protect AberSU and members in relation to student groups' activities
- To ensure that there is an effective database of membership, reporting on levels of participation
- To work with AU colleagues in facilities management to provide access to facilities required for student groups activities
- To be an advocate for TeamAber and promote affinity with the Students' Union

- To facilitate and support societies to operate effectively and run/access events including appropriate transport (inc. minibuses), accommodation, room bookings etc.
- To maintain appropriate contact relations with societies alumni

2. Community Partnership & Events

- Superteams Varsity, 7's, Homecoming, Pre-freshers
- Awards – to support the annual recognition of society & student achievements

3. Leadership & Skills Development

- To promote volunteer student group leadership opportunities as beneficial for career and student experience
- To support societies to elect their committee membership as per AberSU policies
- To work with colleagues to support an annual scheme of societies leader training to equip leaders with skills and resources necessary to do a great job.
- To support relevant elected officers to represent student opportunities
- To administer and support access to minibuses for relevant community groups

4. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote AberSU's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU 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.