



## JOB DESCRIPTION

**Job Title:** Societies & Volunteering Coordinator  
**Responsible To:** Head of Student Opportunities  
**Salary:** Undeb Aber Coordinator grade  
**Hours:** Full-time, 36.5 hours, to be worked flexibly in negotiation with the Line Manager.  
**Date of Writing:** 18<sup>th</sup> March 2025

### PURPOSE OF ROLE

To promote student participation in societies and enable student participation in volunteering, developing transferrable skills and providing valuable extra-curricular opportunities for members. To build links with local Community organisations to connect student volunteers to projects that benefit the wider Aberystwyth Town and University Community. To administer and support societies and volunteering projects to develop and run sustainably and effectively and to be an active outreach member of staff that is proactive in going out to talk to students about societies and volunteering.

### DUTIES AND RESPONSIBILITIES

#### 1. Societies & Volunteering Projects

- To provide students with the opportunity to create and join shared-interest student group societies and volunteering projects
- To support the setting up and maintenance of shared-interest student groups and volunteering projects
- Working with colleagues, to promote student group opportunities throughout the membership, in particular at key times of year, such as Welcome Week and Re-Freshers
- To ensure all societies and volunteer projects operate in line with Undeb Aber policies and values, including specifically health and safety provision
- To ensure societies and volunteer projects have appropriate insurance and related processes and policies are followed to protect Undeb Aber 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 Undeb Aber
- To facilitate and support societies and volunteer projects to operate effectively and run/access events including appropriate transport (inc. minibuses), accommodation, room bookings etc.
- To maintain appropriate contact relations with alumni and the alumni department

## **2. Community Partnership & Events**

- Lead in the organisation of annual society and volunteering events, including: Aber Challenge, ArtsFest, Celebrates and Student Volunteer Week
- Support in the wider Opportunities events programme, including: Superteams, Aber7s, Homecoming and Varsity

## **3. Volunteering**

- To be the lead staff champion for the principles of volunteering, recognising the scope of Undeb Aber, including academic representatives, student group leaders, part-time officers, trustees, as well as project and activity volunteers
- Lead in the effective running of the Volunteering Hub on the Undeb Aber website, ensuring that organisations and community bodies understand how to list opportunities and that students make best use of hours log and listed opportunities
- To ensure Undeb Aber upholds principles of volunteerism throughout its activities
- Organise voluntary contribution for the effective operation of major Undeb Aber events e.g. freshers fairs.
- To partner with community bodies and organisations to access local community volunteering opportunities through action days
- To recognise and reward student volunteers for their contribution, helping them to articulate the career value of their experience.

## **4. Leadership & Skills Development**

- To promote student group leadership opportunities as beneficial for career and student experience
- To support societies to elect their committee membership as per Undeb Aber policies, and work with volunteer projects to ensure leaders are in place
- Work with colleagues to support an annual scheme of leadership training to equip group 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

## **5. 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 Undeb Aber 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 Undeb Aber 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 Undeb Aber staff
- To contribute to Undeb projects and participate in working groups
- To demonstrate Undeb Aber 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.*