



JOB DESCRIPTION

JOB TITLE:	STUDENT OPPORTUNITIES MANAGER
RESPONSIBLE TO:	CEO
RESPONSIBLE FOR:	Departmental staff & resources
SALARY:	AberSU Manager Grade
HOURS:	Full-time, annualised hours, to be worked flexibly in negotiation with line manager.
DATE OF WRITING:	3 rd August 2016

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 AberSU 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 AberSU 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 AberSU.
- 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 AberSU HR and staff management policies consistently and effectively.
- To support Officers and Representatives to do a great job of representing and influencing for AberSU'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 AberSU policy.
- To ensure the election of student group leaders annually, in line with AberSU 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 AberSU.
- 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 AberSU.
- 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 AberSU 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 AberSU 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 AberSU 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 and operate a local student volunteer brokerage service, placing students in voluntary opportunities in the local community to advance their skills and experiences.
- To develop partnerships with local public and third sector organisations to identify such opportunities to add mutual value through the provision of student volunteers.
- To support, train and recognise the contribution and accomplishments of student volunteers, including monitoring and certificating volunteering hours.
- To develop the AberSU 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.
- To make use of digital technology to support the service offer.
- Working with the Student Voice team, to develop access routes and engagements with local public sector organisations to enable AberSU representatives to influence local policy.
- Working with the Student Support & Representation Manager on matters of safeguarding, to be the AberSU lead staff member for the development of and adherence to policy regarding external speakers.
- To be the lead AberSU 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 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.

PERSON SPECIFICATION – STUDENT OPPORTUNITIES MANAGER

CRITERIA	Requirement	Application	Interview
QUALIFICATIONS			
Good general education, typically to the Higher/A level equivalent	Essential	✓	
Evidence of relevant continuing professional development	Essential	✓	✓
University/College Degree	Desirable	✓	
Management or volunteer management qualification	Desirable	✓	
Qualification in Health and Safety Management	Desirable		
EXPERIENCE			
Demonstrable experience of working effectively on own initiative	Essential	✓	✓
Significant experience in one or more areas as mentioned in job description	Essential	✓	
Experience of working with a complex partner organisation	Essential	✓	✓
Experience of giving advice or working in a membership organisation	Essential	✓	
Experience of managing a budget	Essential	✓	✓
Experience of managing a team and proven ability to achieve outcomes through the management / leadership of others	Desirable	✓	✓
Experience of supporting elected officers and student leaders	Desirable	✓	
Experience of working in a democratically led organisation	Desirable	✓	
KNOWLEDGE			
Knowledge and understanding of current issues and themes in Higher Education and the issues that affect students, including issues relating to participation and involvement in HE	Essential		✓
Working knowledge in one or more of the following areas: Supporting and developing sports teams, supporting and developing shared interest groups, supporting volunteers	Essential	✓	✓
Knowledge of best practice in health and safety/risk management	Essential	✓	
Knowledge of team dynamics and coaching/mentoring techniques	Desirable	✓	✓
ATTRIBUTES/SKILLS			
Able to empower and motivate others	Essential		✓
Able to create and maintain strong working relationships	Essential	✓	✓
The ability to work effectively in a team	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 Office	Essential	✓	
Ability to communicate through the medium of Welsh	Desirable	✓	
VALUES AND ETHICS			

Desire to work within a democratic student led environment	Essential	✓	✓
Understanding and commitment to equal opportunities	Essential	✓	✓
Desire to work within organisation servicing a culturally diverse membership	Essential		✓
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential	✓	✓
Demonstrably high standards of personal integrity	Essential		✓