



JOB DESCRIPTION

JOB TITLE:	SOCIETIES DEVELOPMENT COORDINATOR
RESPONSIBLE TO:	Student Opportunities Manager
SALARY:	AberSU Coordinator grade: presently £19-21k
HOURS:	Full-time, annualised hours, to be worked flexibly in negotiation with line manager.
DATE OF WRITING:	31 January 2019

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.

PERSON SPECIFICATION – SOCIETIES COORDINATOR

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
Good general education, typically to the Higher/A level equivalent	Essential	✓	
University/College Degree	Desirable	✓	
Qualification in Health and Safety Management	Desirable	✓	
EXPERIENCE			
Demonstrable experience of working effectively on own initiative	Essential	✓	✓
Experience of organising or managing events/projects	Essential	✓	✓
Experience of working within a fixed budget	Essential	✓	
Experience of developing activity in one or more of the following areas: Supporting and developing societies, shared interest groups, or volunteers	Essential	✓	
Experience of being a student group leader or committee member	Desirable	✓	✓
Experience of working in a democratically led organisation	Desirable	✓	
Experience of developing or delivering training	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	✓	✓
Knowledge of best practice in health and safety and risk management	Essential	✓	
Knowledge of coaching/mentoring techniques	Desirable	✓	✓
ATTRIBUTES/SKILLS			
Able to empower and motivate others	Essential	✓	✓
Able to understand working with a complex external organisation	Essential	✓	
Able to create and maintain strong working relationships	Essential	✓	
The ability to work effectively in a team	Essential	✓	✓
Self-motivated with a 'can do' attitude	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		✓