**Job Description**

**Course Based Societies Coordinator (Cambridge and Chelmsford)**

***Vision***

Students creating success together.

***Mission***

A Union with a personal connection to all students. We recognise individual aspirations for success and support students to collaborate and realise their ambitions.

***Values***

*We are:*

**Inclusive**

We champion equality, diversity and inclusion. We respect the needs of the individual and the wider student community.

**Honest**

We act honestly, think ahead and deliver on our promises. We share our hopes, challenges and successes widely and effectively.

**Collaborative**

We always seek to work in partnership to help us realise our shared ambitions.

**Determined**

We know what is important to ARU students and are driven to achieve the best possible outcomes for them.

**Responsible for:** Student staff

**Reporting to:** Student Activities Manager

**Functional Relationships:**

Student Opportunities Coordinator, Volunteer Coordinator(s), Activities and Operations Director, Students’ Union Staff, Executive Officers, Representatives, University staff, Student Membership and Visitors.

**Section:** Student Activities

**Any Other Relevant Information**Salary Grade:

Hours of Work: 35 hours per week/ Flexibility required

Work Base: Cross campus. Please note that the post-holder will be required to work at other University sites as necessary.

The Students’ Union is fully committed to its policies and procedures on Equality, Diversity & Inclusion.

**Purpose of job**

To co-ordinate and develop the provision of course-based societies to promote student experience and increase student participation levels at Anglia Ruskin University. Encourage, support and assist students in setting up and joining a diverse range of course-based societies. Assist with the delivery of events and activities as part of the Student Activities Team. Monitor figures and use data to determine courses where there is room for more society engagement. Establish relationships with course leaders to increase take up of the course leader fund and promote the set-up of societies. Ensure all activities take place under appropriately risk-assessed and safe conditions. The post holder will assist the Union in meeting its objectives.

**Job Role:**

**Support and development of Course-Based Societies**

* Develop and enhance the provision of course-based societies.
* Conduct research into course based engagement with societies and use data to target courses where engagement needs to increase.
* Be the departmental lead for meetings and lecture visits with course leaders to promote the set-up of new societies and take-up of the Course Leader Fund.
* Regularly liaise with and provide information to societies to enable them to develop and improve participation.
* Promote established and new societies via a wide range of media.
* Deliver training to society committee members to equip them with the knowledge and skills necessary to run their group effectively.
* Gather feedback on the experience and engagement of societies alongside other members of the department.
* Book facilities in line with student demand and within the agreed budget and through the appropriate channels.
* Maintain equipment inventories and ensure their return, security and storage.
* Coordinate, deliver and promote relevant activities, and events with the aim to increase participation, such as Refreshers and Global Week.
* Coordinate the Give it a Go (GIAG) scheme, managing and attending sessions as required.
* Actively contribute to the organisation of large scale events such as Freshers Fair.
* Support societies in undertaking the MiDAS and booking the SU Minibus.
* Ensure volunteers under your supervision are supported and receive appropriate training.
* Support student led volunteering ensuring that appropriate training is given and that Union policies and procedures are followed.

**Administration**

* Ensure registered societies’ paperwork is fully completed and up to date and stored appropriately.
* Be a first point of contact for society queries and ensure all interactions provide the highest levels of customer service possible.
* Ensure departmental documents, statistics and departmental pages of the Union’s website are up to date.
* Maintain comprehensive membership data in line with Data Protection.
* Source external funding streams to develop projects relevant to student experience.

**Health & Safety**

* Provide health & safety advice and guidance to societies to ensure activities take place under safe conditions.
* Ensure acceptable risk assessments exist for all society activity and maintain up to date records.
* Ensure rigorous compliance with health and safety policies and DBS legislation and report any concerns immediately to your line manager.
* Undertake checks to certify that appropriate procedures are in place. Where there is evidence of inadequate documentation or procedure, report this to the line manager to ensure appropriate action to safeguard participants.

**Other**

* Ensure the Union’s Articles and Bylaws are adhered to.
* Carry out all duties and responsibilities in accordance with Anglia Ruskin Students’ Union Equal Opportunities and Inclusion Policy and Student/Staff Protocol.
* Attend and contribute to team meetings, Union meetings and other meetings as directed.
* Carry out any other duties or projects as may be assigned to the post-holder by the Students’ Union and which are reasonably consistent with the position.

1. Support the Union’s environmental policy.

The Students’ Union expects all staff to participate in any training programme, meeting or conference considered relevant to your job. The Students’ Union expects all staff to participate in, and take ownership of, their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Fresher’s Fair, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.



|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **How Identified** |
| **Education/Qualifications** |  |  |  |
| Minimum G.C.S.E. or Level 2 equivalent English and Maths | 🗸 |  | E/A |
| Degree |  | 🗸 | E |
| First Aid certificate |  | 🗸 | E |
| **Knowledge & Experience** |  |  |  |
| Experience of working in a similar role |  | 🗸 | A |
| Experience of working with diverse groups of people | 🗸 |  | A |
| Experience of working with volunteers |  | 🗸 | A/I |
| Knowledge of the H.E. sector |  | 🗸 | A/I |
| Knowledge of Health & Safety requirements |  | 🗸 | A/I |
| Knowledge of Student Enterprise |  | 🗸 | A/I |
| Experience and understanding of customer service | 🗸 |  | A/I |
| **Skills & Abilities** |  |  |  |
| Computer literacy and keyboard skills (Microsoft Office) | 🗸 |  | A |
| Ability to coordinate events |  | 🗸 | A/I |
| Excellent communication skills both written and oral | 🗸 |  | A/I |
| Time management and prioritising skills | 🗸 |  | A/I |
| Ability to think of new ideas and solve problems quickly |  | 🗸 | A/I |
| Ability to present in front of large groups | 🗸 |  | A/I |
| Ability to develop professional relationships for the benefit of students and the Union | 🗸 |  | A/I |
| **Personal Qualities** |  |  |  |
| Patience, enthusiasm, ability to motivate others | 🗸 |  | I |
| Commitment to working in a democratic environment | 🗸 |  | A/I |
| Flexible and adaptable approach to work and working hours | 🗸 |  | A |
| Customer focused with the ability to work with a range of people | 🗸 |  | I |
| **Other** |  |  |  |
| Understanding of and commitment to the principles of equal opportunities | 🗸 |  | A/I |
| A desire for self-development and willingness to engage in training opportunities | 🗸 |  | I |
| Ability to travel independently to other locations when required | 🗸 |  | A |
| Full driving licence |  | 🗸 | E |
| E: Evidence, A: Application Form, I: Interview T: Testing Methods | | | |