**Job Description**

**Societies and Activities Coordinator (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: £20,534

Hours of Work: 35 hours per week/ Flexibility required

Work Base: Chelmsford. Please note that the post-holder will be required to work at other University sites as necessary. The post-holder will need to travel to the Cambridge campus for departmental meetings and other meetings or training 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 societies and activities to promote student experience and increase student participation levels at the Chelmsford campus of Anglia Ruskin University. Encourage, support and assist students in setting up and joining a diverse range of societies and recreational sports groups. Coordinate 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 course-based 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 Societies and Recreational Sport**

* Develop and enhance the provision of societies and recreational sport, placing a particular focus on developing 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 on the Chelmsford campus.
* 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.
* Develop and deliver training to society committee members and source additional training for members where needed, e.g. First Aid.
* Support your societies in sourcing funding, running events and booking society trips.
* 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 lockers and ensure their return, security and storage.

**Student Activities**

* Coordinate, deliver and promote relevant activities and events with the aim to increase society and student engagement, such as Welcome and Global Week.
* Coordinate and deliver the Give it a Go (GIAG) scheme on your campus, managing and attending sessions as required.
* Actively contribute to the organisation of large scale Union events, such as Freshers Fair.
* Support student volunteers ensuring that appropriate training is given and that Union policies and procedures are followed.
* Lead on the recruitment and training of SU Heroes (student staff) for your campus and coordinate their involvement in activities such as Welcome and Move-ins.
* Ensure that all student staff under your responsibility are inducted fully into their role and manage staff in a fair, consistent and professional manner.

**Administration**

* Ensure registered societies’ paperwork is fully completed and up to date and stored appropriately.
* Ensure departmental documents, statistics and departmental pages of the Union’s website are up to date.
* Maintain comprehensive membership data in line with GDPR.
* Create timesheets and rotas for SU Heroes, remaining mindful of visa restrictions.
* Ensure societies adhere to relevant policies, such as the Guest Speaker Policy and Associate Members Policy.

**Transport**

* Arrange appropriate and suitable transport on behalf of student societies in order to maximise student participation, in line with relevant budgets.
* Be responsible for the service and maintenance of the Students’ Union minibus on the Chelmsford campus.
* Assist your groups in booking the Students’ Union minibus for the Chelmsford campus. Log mileage and check the condition of the SU Minibus before and after each use.
* Organise appropriate training for vehicle drivers and maintain the driver database, ensuring records are accurate and comply with GDPR.

**Health & Safety**

* Provide health & safety advice and guidance to societies to ensure activities take place under safe conditions.
* Ensure acceptable risk assessments exist for your society and departmental activities and maintain up to date records.
* Ensure rigorous compliance with health and safety policies, such as Prevent 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.
* Be a first point of contact for society queries and ensure all interactions provide the highest levels of customer service possible.
* 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.



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| **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 | | | |