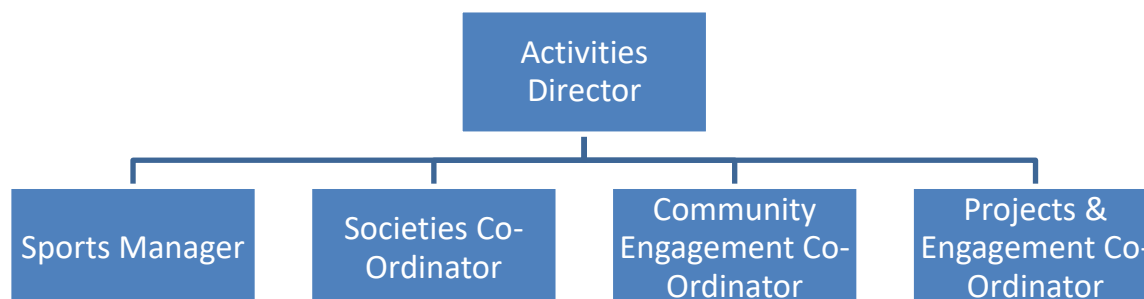


Job Description

Post Title:	The Students' Union Societies Co-ordinator
Salary:	This post has been evaluated at Grade 3.
Hours:	35 hours per week, 52 weeks a year. Usually to be worked on a 7 hour a day basis, Monday to Friday although some evening and weekend work may be required.
Work Base	The post holder will be primarily based at the Penryn campus but will be required to regularly work at the Falmouth campus.
Employer:	The Students' Union is a registered charity governed by an elected Board of Trustees, to whom all employees are accountable. Staff are employed by Falmouth University on behalf of the The Students' Union Board of Trustees
Date:	June 2019
Responsible to:	Activities Director



Job Purpose:

The post holder will work as part of the The Students' Union Activities Team and will have specific responsibility for providing support and guidance to the student-led societies. To deliver a student focussed service and support to set up and manage their societies.

We are the combined Students' Union for students of University Exeter Cornwall Campuses and Falmouth University. It aims to provide effective representation, services and support for all students whilst maintaining a student led ethos.

Key Areas of Responsibility and Duties

1 Service Delivery

- 1.1 Provide information, guidance and administration support for students wishing to set up societies and established committee members.
- 1.2 Provide advice, guidance and support for The Students' Union officers and volunteers to enable them to fulfil their roles within The Students' Union Societies and activities.
- 1.3 Provide support and guidance for students planning and delivering Society activities, ensuring that all relevant legislation and good practice guidance is adhered to including Health and Safety, Equality of Opportunity and Charity Law.
- 1.4 Attend relevant student led Society meetings when required in an advisory capacity.
- 1.5 Provide advice and support for students to carry out risk assessments and monitor implementation.
- 1.6 Ensuring appropriate equipment is provided and accident reporting procedures are followed in line with current Health and Safety policies.
- 1.7 Make visits when required to the relevant student-led activities and feedback to Activity Director, project leaders and partner organisations.
- 1.8 Provide feedback from participants to support the President & Activities Director in developing a sustainable future for the service.
- 1.9 Monitor the delivery of student led activities and projects and provide timely information and reports as required.
- 1.10 Work closely with the Finance Administrator to ensure that The Students' Union financial procedures and policies are adhered to while providing advice guidance and support for students in managing and monitoring activities, event, project and trip budgets and accessing external funding.
- 1.11 Plan and support participation for students through events such as Fresher's Fayre & Committee Conference.
- 1.12 Support events to promote and celebrate activities and achievements of our groups.
- 1.13 Ensure that The Students' Union Protection of Children and Vulnerable People policies are followed by all students involved in Society activities.
- 1.14 Ensure that any complaints and concerns are reported and followed up in line with The Students' Union policies and procedures.

2 Administration

- 2.1 To co-ordinate processes for Society activity sign ups, ticket sales and merchandise orders including cash handling, card payments and record keeping.
- 2.2 To ensure up to date accurate guidance and information is available for committee members.
- 2.3 Maintain an up to date database of Society members and activity participants.
- 2.4 Support relevant Society Committee members in booking facilities, venues and resources.
- 2.5 Assist Society Committee members in the production of project information and communication with external parties and members.
- 2.6 In liaison with the Presidents & Activities Director develop procedures and supporting documents to support the delivery of Society activities.
- 2.7 Monitor budget expenditure within Societies in liaison with the Activities Director and the Finance Team.

3 Partnership Work

- 3.1 Establish and maintain strong working relationships with individuals and departments in Falmouth University, Exeter University and Falmouth Exeter Plus.
- 3.2 Establish and maintain strong working relationships with local groups, organisations and facility providers in order to offer a full range of student opportunities with appropriate support.

4 Marketing and Communications

- 4.1 Assist with ensuring the relevant Societies section of the The Students' Union website remains current, informative and accessible to students in line with agreed The Students' Union protocols.
- 4.2 Distribute information to Comms Team to promote The Students' Union Society activities and events.
- 4.3 Provide timely accurate information and work requests to enable the Comms Team to support the planning and promotion of The Students' Union activities and events.
- 4.4 Work with others to ensure that student's successes and achievements are recognised and celebrated through different media including publicity and events.

5 General Duties and Responsibilities

- 5.1 To work in line with the The Students' Union Mission, Vision and Values at all times, working with others to provide a supportive, responsive, student-centered environment and services.
- 5.2 To actively support elected student officers, volunteers and employees in playing a full role in The Students' Union decision making and activities, ensuring that The Students' Union maintains a student-led ethos.
- 5.3 To present a positive image of The Students' Union at all times, through every aspect of your work.
- 5.4 To maintain an up to the minute working knowledge of all The Students' Union service areas in order to support them and provide accurate, detailed information to students and others.
- 5.5 To ensure that all The Students' Union policies, procedures and agreed protocols are adhered to.
- 5.6 To contribute to The Students' Union planning, review, monitoring and reporting processes and activities.
- 5.7 To participate in The Students' Union team meetings and activities and represent The Students' Union at other meetings as agreed.
- 5.8 To ensure that all The Students' Union marketing and communication materials within the designated area of responsibility are accurate and up to date.
- 5.9 To actively support equality and diversity policies of The Students' Union, University of Exeter and Falmouth University.
- 5.10 To respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation.
- 5.11 To attend training courses as identified and agreed for appropriate development.
- 5.12 To communicate, liaise and maintain effective working relationships with colleagues within Falmouth University, University of Exeter and Falmouth Exeter Plus, as well as individuals and organisations outside The Students' Union and the institutions eg suppliers, promoters, local businesses, media / press contacts, etc.
- 5.13 Working within the Health and Safety at Work Act, the postholder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
- 5.14 To work in accordance with The Students' Union Environmental Impact & Ethics Policy and to make a commitment to improving The Students' Union environmental impact by means of energy saving and recycling in the workplace
- 5.15 To undertake other duties not specifically stated above, which from time to time are necessary without altering the nature or level of responsibility involved.

6 Key Links

Activities Director
 President Student Experience
 Committee members of student led societies
 Activities Team
 Multi-Faith Chaplaincy Service
 Community organisations and facility providers

Person Specification

Post Title: The Students' Union Societies Co-Ordinator

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge (Education, training & experience)		
Educated to degree level or can demonstrate similar ability with good general level of education (relevant professional diploma/certificate of HE)		✓
Demonstrate experience in societies administration or similar role	✓	
Experience of managing a budget and financial administration		✓
Experience of working within a Students' Union or Higher Education Institution		✓
An understanding of and commitment to the principles of Equal Opportunities	✓	
Full, clean driving license and a willingness to undertake D1 examinations if this category of license is not already held.		✓
Ability to move between sites and visit other locations where activities take place	✓	
First aider		✓
Understanding of child protection		✓
Experience of policy writing		✓
An understanding of confidentiality and data protection, and how to implement these, within the role	✓	
An understanding of, and commitment to, Health & Safety standards and how to implement them and the principles of Equal opportunities	✓	
Experience of using social media and websites in a professional capacity		✓
Skills		
Excellent communication, interpersonal & organisational skills	✓	
Creative problem solver	✓	
Team player	✓	
Excellent time management	✓	
Proven experience and proficiency in the use of Microsoft packages including Word, Excel and Outlook	✓	
A high level of cultural sensitivity	✓	
Attributes		
Empathy towards and ability to relate to students	✓	
Enthusiasm for working with students	✓	
Enthusiasm and energy	✓	
Ability to work independently & use own initiative	✓	
Ability to work flexibly within a team	✓	
Ability to plan and manage own time and workload effectively	✓	
Ability to multi-task and prioritise in a busy and demanding environment	✓	