

Activities Coordinator (Societies) and Activities Coordinator (Student Led Services)

Hours of work:	Full time, 37 hour week
Contract:	Permanent (subject to a successful 6 month probationary period)
Salary:	£18,982 - £22,981 (subject to TAX & NI contributions)
Place of Work:	Kedleston Road with regular travel to other sites (Buxton, Chesterfield & Derby sites)

The University Of Derby Union Of Students is looking for two Activities Coordinators to specifically to coordinate, develop and support our diverse range of student Societies and our Student Led-Services; Student Media, Events, Raise & Give, Student Action and Student Mental Health Support.

The main aim of these roles are to enhance the experience of our membership within the Union, by supporting the growth and development of new and existing Societies and Student-Led Services within the Union with a view to increasing engagement with the services and improve the experience for students.

The successful candidates will have the ability to develop excellent working relationships with our members; the students, the activities department and academic staff in order to support growth and quality of Societies and Student Led Services.

Through research into the potential growth and development of Societies and Student Led Services within the Union, you will be able to make the right commendations for change as required.

If you think, you have what it takes to transform the student experience then we want to hear from you.

To download the full recruitment pack including the job description and person specification please refer to our website the link is: <http://www.derbyunion.co.uk/jobs>

The deadline for applications is: **9:00 am Monday 3rd June 2019.**

Interviews will be held on **Tuesday 11th June and Wednesday 12th June 2019 at Kedleston Road, Derby.** If selected for an interview, you will be advised what recruitment tasks will be undertaken on the day to support the panel at interview.

Diversity and Inclusion

The Union of Students are an equal opportunities employer and encourage and value diversity for our employees. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement or once in post. We will consider flexible working arrangements and champion equal opportunities, equality and dignity in the workplace.

We welcome and encourage job applications from all sections of the local, national and international community. We will select the best candidate solely on the basis of merit and ability to do the job. Unjustifiable discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation or any other reason will form no part of our selection process.

JOB DESCRIPTION & PERSON SPECIFICATION FOR STUDENT ACTIVITIES COORDINATOR (SOCIETIES)

Purpose of Role

To co-ordinate, develop and support a diverse range of student societies that aim to enhance the experience of our membership within the Union. Encourage, support and assist students in setting up and joining societies and ensuring that all activities take place under appropriately risk-assessed and safe conditions.

Societies Support

- To support the development of new and existing societies within the Union with a view to increase membership levels and improve the experience for students
- To target underrepresented groups across the student population to encourage them to engage with Societies
- To coordinate annual property/equipment audits and order new resources as and when required
- To monitor and help facilitate society events, trips and guest speakers ensuring that students are aware of the relevant policies and procedures and of their own duty of care to their members ensuring the highest standards of health and safety are adhered to.
- To coordinate training for society committee members
- To coordinate society committee participation in recruitment events, such as Freshers' Fair and Give it a Go
- To coordinate, facilitate and support the Vice President (Activities) to hold Union Societies Council Meetings, Assemblies, Annual General Meetings, Emergency Meetings, and Advisory Boards
- To support the Equality, Diversity & Inclusion agenda by ensuring that proactive strategies are embedded to support further engagement of underrepresented sectors of the student body
- To support the development of all student societies via a clear and well supported development plan process

Research & Administration

- To coordinate research into the potential growth and development of societies within the Union, making recommendations for change as required
- To coordinate the authorisation of student data relating to societies membership to be released on the HEAR
- To support the delivery of the Futures Award, coordinating the participation of society committee members
- To be responsible for content within the societies sections of the Union website
- To prepare and analyse societies membership and engagement data regularly
- To coordinate and facilitate the Union societies funding process
- Support the Student Activities Manager to review operational policies and procedures and to ensure their implementation
- Monitor financial transactions for societies and administer their financial accounts ensuring that correct policies and procedures are being followed

Working Relationships

- To work closely with the Activities team in establishing accessible opportunities for accreditation through existing University schemes e.g. HEAR and the Derby Futures Award
- To work closely with the Vice President (Activities) and Union Societies Council to achieve collective aims
- To liaise with internal and external key partners to maximise opportunities for societies
- Create and develop strong relationships with academic staff in order to support growth and quality of societies
- Support the annual Union Election and By-Election processes
- To attend relevant meetings with the University and other major stakeholder
- To act as Union staff link to relevant Part Time Officer roles as required

RESPONSIBILITIES

The principle role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

GENERAL

All Union employees are expected to work within the ethos of the Union and strive to achieve the following:

1. To work at all times within relevant legislation as well as structures, policies and procedures
2. To work co-operatively with other Union staff and officers, as well as relevant external organisations
3. To adhere to the highest standards, especially of customer service and safety
4. To seek to continually develop and improve Union facilities and services
5. To keep up-to-date with sector developments, local competition and students' views/needs, where necessary undertaking market research to generate such information
6. To undertake necessary training and to attend all meetings as requested
7. To promote a positive and professional image of the Union to its members, customers, stakeholders and other external people
8. To positively contribute to the organisation ethical & environmental ethos
9. To become a 'team champion' for one of the Union working groups (Equality, Diversity & Inclusion, Environment or Mental Health)
10. To perform any other additional reasonable duties as deemed appropriate

Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide.

A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Freshers, Elections and any other key events if necessary. Staff are expected to portray a positive image both internally and externally of the Union by displaying standards of service integrity, punctuality, politeness, and professionalism. Environmental consideration and environmental best practice is the responsibility of all Union staff.

This list is not exhaustive and is a general indication - the role holder will be expected to complete any reasonable task requested of them.

PERSON SPECIFICATION FOR ACTIVITIES COORDINATOR (SOCIETIES):

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
Good general education, typically to the Higher/A level equivalent	Essential	✓	
University/College Degree	Desirable	✓	
EXPERIENCE			
Demonstrable experience of working effectively on own initiative	Essential	✓	✓
Experience of coordinating multiple tasks	Essential	✓	✓
Experience of working with administration systems and databases	Essential	✓	✓
Experience of coordinating small to large scale projects	Essential	✓	✓
Experience of working with a volunteer workforce	Desirable	✓	✓
Experience of risk assessing and reviewing risk assessments	Desirable	✓	✓

Experience of delivering training and development activity	Desirable	✓	✓
KNOWLEDGE			
Understanding of current policy and themes in Higher Education and Students' Unions within the UK particularly in relation to societies	Essential	✓	✓
Knowledge of Union societies	Essential	✓	✓
ATTRIBUTES/SKILLS			
Self-motivated and self-reliant and able to overcome challenges	Essential		✓
IT competent with a working understanding of Microsoft Office	Essential	✓	
Exceptional interpersonal and communication skills (written and oral)	Essential	✓	✓
Able to create and maintain strong working relationships with key stakeholders and staff	Essential		✓
Able to empower and engage others to effectively plan	Essential		✓
Skilled in time management – able to meet deadlines and cope with varying workloads	Essential		✓
Able to motivate, facilitate and guide others to enable their development	Desirable	✓	✓
Valid UK driving license	Desirable	✓	✓
VALUES AND ETHICS			
Desire to work within a democratic & student led environment	Essential		✓
Understanding and commitment to equal opportunities	Essential	✓	
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential		✓

JOB DESCRIPTION & PERSON SPECIFICATION FOR ACTIVITIES COORDINATOR (STUDENT LED SERVICES)

Purpose of Role

To co-ordinate, develop and support the Student-Led Services of; Student Media, Events, Raise & Give, Student Action and Student Mental Health Support, that aim to provide a service to students to extend the impact of the Union to the membership and provide key experience and entrepreneurial development of the student committees involved.

Student Led Services Support

- To support the growth and development of new and existing Student-Led Services within the Union with a view to increasing engagement with the services and improve the experience for students
- To coordinate annual property/equipment audits and order new resources as and when required
- To monitor and help facilitate Student-Led Services activities ensuring that students are aware of the relevant policies and procedures and of their own duty of care to Union members ensuring the highest standards of health and safety are adhered to.
- To coordinate training for Student-Led Services Committees that will support them to deliver strong social enterprises that are self-sustaining and beneficial to all members and beneficiaries/users
- To coordinate Student-Led Services participation in promotional and recruitment events, to improve the visibility and engagement of each offer
- To coordinate, facilitate and support the Vice President (Activities) to hold Heads of Student-Led Services Meetings, Assemblies, Annual General Meetings, Emergency Meetings, and Advisory Boards

- To support the development of all Student-Led Services via a clear and well supported business plan process

Research & Administration

- To coordinate research into the potential growth and development of Student-Led Services, making recommendations for change as required
- To coordinate the authorisation of student data relating to Student-Led Services to be released on the HEAR
- To support the delivery of the Futures Award, coordinating the participation of Student-Led Services committees
- To be responsible for content within the Student-Led Services areas of the Union website, or standalone websites if applicable.
- To prepare and analyse Student-Led Services engagement data regularly
- Support the Student Activities Manager to review operational policies and procedures and to ensure their implementation
- Monitor financial transactions for Student-Led Services and administer their financial accounts ensuring that correct policies and procedures are being followed

Working Relationships

- To work closely with the Activities team in establishing accessible opportunities for accreditation through existing University schemes e.g. HEAR and the Derby Futures Award
- To work closely with the Vice President (Activities) and Heads of Student-Led Services to achieve collective aims
- To liaise with internal and external key partners to maximise opportunities for Student-Led Services
- Create and develop strong relationships with University staff in order to support growth and quality of delivery of Student-Led Services
- Support the annual Student-Led Services recruitment process
- To attend relevant meetings with the University and other major stakeholders
- To act as Union staff link to relevant Part Time Officer roles as required

RESPONSIBILITIES

The principle role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

GENERAL

All Union employees are expected to work within the ethos of the Union and strive to achieve the following:

1. To work at all times within relevant legislation as well as structures, policies and procedures
 2. To work co-operatively with other Union staff and officers, as well as relevant external organisations
 3. To adhere to the highest standards, especially of customer service and safety
 4. To seek to continually develop and improve Union facilities and services
 5. To keep up-to-date with sector developments, local competition and students' views/needs, where necessary undertaking market research to generate such information
 6. To undertake necessary training and to attend all meetings as requested
 7. To promote a positive and professional image of the Union to its members, customers, stakeholders and other external people
 8. To positively contribute to the organisation ethical & environmental ethos
 9. To become a 'team champion' for one of the Union working groups (Equality, Diversity & Inclusion, Environment or Mental Health)
 10. To perform any other additional reasonable duties as deemed appropriate
-

Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide.

A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Freshers, Elections and any other key events if necessary. Staff are expected to portray a positive image both internally and externally of the Union by displaying standards of service integrity, punctuality, politeness, and professionalism. Environmental consideration and environmental best practice is the responsibility of all Union staff.

This list is not exhaustive and is a general indication - the role holder will be expected to complete any reasonable task requested of them.

PERSON SPECIFICATION FOR ACTIVITIES COORDINATOR (STUDENT-LED SERVICES):

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
Good general education, typically to the Higher/A level equivalent	Essential	✓	
University/College Degree	Desirable	✓	
EXPERIENCE			
Experience of coordinating multiple tasks	Essential	✓	✓
Experience of working with administration systems and databases	Essential	✓	✓
Demonstrable experience of working effectively on own initiative	Essential	✓	✓
Experience of providing business development support	Desirable	✓	✓
Experience of working with a volunteer workforce	Desirable	✓	✓
Experience of risk assessing and reviewing risk assessments	Desirable	✓	✓
Experience of delivering training and development activity	Desirable	✓	✓
KNOWLEDGE			
Understanding of current policy and themes in Higher Education and Students' Unions within the UK particularly in relation to student led services	Essential	✓	✓
Knowledge of business or social enterprise planning processes	Desirable	✓	✓
ATTRIBUTES/SKILLS			
Self-motivated and self-reliant and able to overcome challenges	Essential		✓
IT competent with a working understanding of Microsoft Office	Essential	✓	
Exceptional interpersonal and communication skills (written and oral)	Essential	✓	✓
Able to create and maintain strong working relationships with key stakeholders and staff	Essential		✓
Able to empower and engage others to effectively plan	Essential		✓
Skilled in time management – able to meet deadlines and cope with varying workloads	Essential		✓
Able to motivate, facilitate and guide others to enable their development	Desirable	✓	✓
Valid UK driving license	Desirable	✓	✓
VALUES AND ETHICS			

Desire to work within a democratic & student led environment	Essential	✓	✓
Understanding and commitment to equal opportunities	Essential	✓	
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential		✓

CONDITIONS OF SERVICE FOR THE ACTIVITIES COORDINATOR (SOCIETIES) AND (STUDENT LED SERVICES)

The following is a summary of the main terms and conditions of service. Full terms and conditions of service will be issued on appointment.

- The Union encourage enquiries from everyone and value diversity for our employees. We are willing to consider flexible arrangements and champion equal opportunities, equality and dignity in the workplace.
- The salary is circa £18,270 - £22,981 (subject to tax and NI contributions).
- Precise starting salary will be dependent on experience, training and qualifications. Salary is paid monthly in arrears by direct debit transfer.
- The place of work is the Union of Students which will normally be Kedleston Road with regular travel to other University sites (Buxton, Chesterfield & Derby sites)
- This is full time post, the hours of work for this position are 37 per week.
- The post holder is offered a permanent contract and is subject to a 6 month probationary period.
- The annual leave year runs from 1st August to 31st July.
- Holiday entitlement is 28 days per annum and is increased after 5 years' service to 31 days.
- In addition to the above holiday, the post holder will also receive paid leave during bank holidays and University closure days, which equates to around 11 days per annum.
- There is the Occupational Pension scheme.
- Access to the Westfield Health Scheme (on successful completion of probationary period).
- The Activities Coordinator (Societies) and (Student Led Services) both report to the Student Activities Manager.

So, What Does the Union Actually Do?

The University of Derby Students' Union is a company limited by guarantee (trading as the Union of Students, University of Derby), registered in England and Wales, and a registered Charity (1169283). We are a democratic, membership-led Union. We provide services and support to our members, the students at the University of Derby, which enable them to develop their skills for future careers, provide a source of fun and enjoyment, offer opportunities to meet new people and become active citizens through volunteering. We also provide a broad range of commercial services which include bar and kitchen venues, coffee shops and several retail outlets.

The Union is a value driven organisation. We exist to meet the needs of our members who are students at the University of Derby. Every University is required to have a Students' Union by virtue of the 1994 Education Act, the broad objectives for each Union is to represent the needs of students to the University, provide where relevant welfare

services, ensure there are opportunities to play sport and engage on recreational activities and to run free and fair elections for our own governance.

We are led by students, for students and our purpose is to be a Union that is devoted to the educational interests and welfare of its members.

There is a staff team of up to 35 permanent staff and 80+ part-time student staff, all of whom play a key role in delivering a wide range of activities and support services for students. We have a high-level student representation at the University via four full time elected Officer Trustees:

President, Vice President (Activities), Vice President (Education) and Vice President (Welfare).

Our Vision

To transform the student experience.

Our Mission

Is to actively empower our student community to reach their potential by providing opportunities to shape themselves, their Union, and their future.

Our Ultimate Goals

To create a vibrant student community that our members are proud to belong to.

To provide transformative learning experiences in active partnership with the University.

To develop our member's skills and confidence to take their next steps and we remain ready to support them.

To create change our members want by championing their voice to the University.

Our Values

As a values-driven charity we are always working to include our values: Vibrant, Ambitious, Supportive, Inclusive, and Open, in every aspect of our work and expect our Trustees, Elected Officers, staff and volunteers to live these values everyday.