

Student Activities Administrator

Hours of work:	Full time, 37-hour week
Contract:	Permanent (subject to a successful 6-month probationary period)
Starting salary:	£17,941 (subject to TAX & NI contributions)
Place of Work:	Kedleston Road with potential travel to other University sites (Buxton and Leek College Campuses and the Derby sites)

The Union offer over 100 clubs and societies as well as offering students the chance to get involved in 'Give it a Go' and local volunteering opportunities.

The Student Activities Department exists to encourage all of our students to engage in an exciting and innovative student-led environment, where we nurture and excel in shared passions and interests to enhance student life. It is now more important than ever that the Union consistently and effectively delivers on its role of ensuring all students have the best possible student experience. The department will consist of a manager, three coordinators, an administrator, and an elected Vice President Activities Trustee Officer.

Each academic year an elected student committee decide which activities will deliver the best possible engagement opportunities for their student members, and the Activities staff team supports and provides continuity for these committees.

This administrator role is key within the team and play a vital role in supporting our aims.

During the student sports competition programme led by the British Universities and Colleges Sports (BUCS) a large proportion of this role will be dedicated to the weekly sports fixtures. This involves liaising with other Universities regarding fixtures, booking facilities/transport and ensuring all of the relevant forms are completed by our teams.

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: **9.00am Tuesday 29th June 2021.**

We will advise all applicants whether or not they have been selected for an interview no later than Wednesday 30th June 2021. **Interviews will be held on Wednesday 7th July 2021 either on site at Kedleston Road, Derby or via video link.** 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

PURPOSE OF ROLE:

To provide administrative support for the Union of Students Activities Team, ensuring the delivery of an efficient and effective student-facing service for the benefit of students and stakeholders, with regards sports clubs, societies, and student-led services. The role will include being the BUCS sports admin for the Union.

MAIN DUTIES:

- Provide all of the administration of the student sport competition programme (BUCS) through the arrangement of fixtures, transport & accommodation bookings, results reporting and promotional activity. This includes liaising with other relevant University/Union contacts regarding these fixtures.
- Book travel arrangements as required for Union Sports Clubs, Societies and Student-Led Services.
- Provide financial administration support to Union Sports Clubs, Societies and Student-Led Services, by processing deposit forms, withdrawal forms, purchase orders and invoices, according to Union financial procedures.
- Provide administrative support for Union Sports Clubs, Societies and Student-Led Services:
 - Development Plans
 - AGMs and EGMs
 - Email accounts
 - Kit/equipment inventories
- Provide organisational support for the Activities team-delivered events including, Varsity, Sports Awards & Community Awards.
- Provide organisational support for Union Sports Clubs, Societies and Student-Led Services Committees training
- Monitor the activities section on the Union website, ensuring the resources page is up to date
- Coordinate Union Sports Clubs, Societies and Student-Led Services attendance at University Open Days
- Maintain accurate records of employed sports and society coaches or deliverers qualifications & registration documents
- Collate data collected from Activities Team activity, such as Give it a Go and Assembly/AGM attendance, Feedback Survey responses, and event ticket sales.
- Record minutes and attendance of Sport and Societies Council Meetings and Assemblies
- Support with communication to our student groups through the relevant platforms.

GENERAL RESPONSIBILITIES:

- Provide general administrative support to the Activities Team, including data input for the Higher Education Achievement Record (HEAR), contact database updates and maintaining accurate records.
- Assist in updating the Union of Students website & University notice boards by providing information as requested.
- Develop key working relationships with students, staff and colleagues.
- To undertake relevant research/development projects as required from time to time.
- Undertake any other duties commensurate with the grade range of the post.

WORKING RELATIONSHIPS:

- Develop good working relationships across the Activities Team and with the relevant Officer Trustees.
- To work with the current kit provider and clubs to ensure that the appropriate playing kit/social wear is provided and that the kit agreement is being adhered to.
- To work closely with the University staff employed within the Sport Centre, room bookings and transport teams.

GENERAL:

All Union of Students 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 of Students facilities and services.
5. To keep up-to-date with sector developments, local competition and student's views/needs, where necessary undertaking market research to generate such information.
6. To undertake necessary training and to attend all meetings as requested. This includes BUCS regional meetings.
7. To promote a positive and professional image of the Union of Students to its members, customers, stakeholders and other external people.
8. To positively contribute to the organisations 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. Fresher's Fortnight, 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 STUDENT ACTIVITIES ADMINISTRATOR:

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
Good general education, typically to the Higher/A level equivalent	Essential	✓	
University/College Degree	Desirable	✓	
EXPERIENCE			
Experience of administering logistical systems (e.g. transports, fixtures, events)	Essential	✓	✓
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 financial systems	Desirable	✓	
KNOWLEDGE			
Knowledge of HE Sport and HE sports competitions (e.g. BUCS)	Essential	✓	✓
Knowledge of Union societies & Union Student-Led Services	Essential	✓	✓
ATTRIBUTES/SKILLS			
Able to review and improve processes to ensure efficient ways of working	Essential	✓	✓
Self-motivated and self-reliant and able to overcome challenges	Essential		✓
IT competent with a working understanding of Microsoft Office	Essential	✓	

Good interpersonal and communication skills (written and oral)	Essential	✓	✓
Ability to work in a team	Desirable		✓
Skilled in time management–able to meet deadlines and cope with varying workloads	Essential	✓	✓
Valid UK driving licence	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		✓

Our full terms and conditions of service, staff handbook and statutory policies are issued on appointment, below is a summary of the main terms and conditions of service:

The starting salary for this role is circa £17,941 subject to tax, NI contributions and if applicable pension contributions. Salary is paid monthly in arrears by direct debit transfer.

The place of work is the Union of Students, Kedleston Road, although on occasions you may be expected to regularly visit other University Derby sites, namely Britannia Mill, Markeaton Street, and Buxton and Leek College Campuses.

This is a full-time post. The post holder is offered a permanent contract (subject to a satisfactory 6- month probationary period). Our Student Activities Manager is the line manager for this role.

So, What Does the Union of Students 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.

We are a value driven organisation, existing 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 objective 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.

We have a team of up to 35 permanent employees and up to 50+ part-time student employees all of whom play a key role in delivering a wide range of activities and support services for students. We provide a high level of student representation at the University via our 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 every single day.

Work Environment:

We encourage enquiries from everyone and value diversity for our employees. We are willing to consider flexible working arrangements and invite you to talk to us if you wished to consider a variation on the hours advertised.

We champion equal opportunities, equality and dignity in the workplace, making this a safe environment to work in. We want to foster a supportive and diverse work environment for our employees which is able to respond to the needs of individual employees and the collective voice of the employee team via the Staff Wellbeing Committee. We are committed to allocating funding towards the development of our team ethos through events and activities as well as celebratory occasions and informal gatherings.

Training and Development Opportunities:

We are firmly committed to the career development of its employees to ensure continued business success. We are committed to developing employees that are professional in approach as well as being highly motivated. All this is essential to allow us to develop and grow the Union and provide rewarding career options for all employees in line with personal abilities.

Reward and Recognition:

We are committed to attracting, developing and retaining the highest quality of employees. In order to do this, the Union seeks to create an environment everyone feels valued and acknowledged for their contribution to the Union and who feel supported in their career aspirations. We recognise that employees want to be paid fairly and appropriately for the work that they do and that they want their contribution to be valued. Every member of staff who meets our 'Performance Development Review' standards are eligible for the annual Pay Award paid from 1 August each year.

Support and Annual Leave for our Employees:

Our annual leave year runs from 1st August to 31st July, our employee holiday entitlement is 28 days per annum (pro rata for part time employees). In addition, employees also receive paid leave during bank holidays and University closure days, which equates to around 11 days per annum (pro rata for part time employees). There is an Occupational Pension scheme, subject to qualifying period and the highly popular occupational health scheme offered by Westfield Health (on successful completion of the probationary period).