

## Student Activities Administrator

<b>Hours of work:</b>	Full time, 37 hour week
<b>Contract:</b>	Permanent (subject to a successful 6 month probationary period)
<b>Fixed Salary:</b>	£18,270 (subject to TAX & NI contributions)
<b>Place of Work:</b>	Kedleston Road with regular travel to other University sites (Buxton, Chesterfield & Derby sites)

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The Union offer over 120 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 will be an exciting addition to the team and play a vital role in supporting our aims.

*During the student sports competition programme (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.

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**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 3<sup>rd</sup> June 2019.**

We will advise all applicants whether or not they have been selected for an interview no later than Tuesday 4<sup>th</sup> June 2019 and, interviews will be held on **Monday 10<sup>th</sup> 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.

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### 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.

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## **JOB DESCRIPTION & PERSON SPECIFICATION**

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### **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.

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### **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
- 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 attendance, Feedback Survey responses and event ticket sales.
- Record minutes and attendance of Sport and Society Council Meetings and Assemblies

### **GENERAL RESPONSIBILITIES:**

- Provide general administrative support to the Activities Team, including HEAR data input, 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.
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.

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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
<b>QUALIFICATIONS</b>			
Good general education, typically to the Higher/A level equivalent	Essential	✓	
University/College Degree	Desirable	✓	
<b>EXPERIENCE</b>			
Experience of administrating 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	✓	
<b>KNOWLEDGE</b>			
Knowledge of HE Sport and HE sports competitions (e.g. BUCS)	Essential	✓	✓

Knowledge of Union societies	Essential	✓	✓
<b>ATTRIBUTES/SKILLS</b>			
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		✓
<b>VALUES AND ETHICS</b>			
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 STUDENT ACTIVITIES ADMINISTRATOR:**

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 fixed salary is circa £18,270 (subject to tax and NI contributions).
- 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 1<sup>st</sup> August to 31<sup>st</sup> 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 Student Activities Administrator reports 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.