**Societies Development Coordinator**

# JOB DESCRIPTION

## Job title: *Societies Development Coordinator*

**Contract:** *Full Time (35 Hours per week), 12-month fixed term contract.*

**Salary:** *£24,725 - £26,508 per annum*

**Job Purpose:**

To provide high quality support for student group leaders and empower the 80+ Student Groups and volunteer initiatives at Greenwich SU to develop and grow their membership and deliver high quality activities and experiences.

**Reports to:** Student Activities Manager

**Responsible for:** Temporary PT Student Staff and Volunteers

**Department/Service:** Membership Services

**1 Duties and key responsibilities**

**Societies:**

* Directly support Societies to grow in number and membership by providing resources, support, and specialist knowledge.
* Act as a first point of contact for students interested in setting up or joining Societies.
* Undertake relevant administrative tasks to provide support to student groups, including processing room bookings, activity proposal forms, and student group finance forms in line with procedures, and maintaining records.
* Coordinate communication, including drop-in sessions, to ensure Society leaders are able to access the knowledge and resources to effectively lead their groups and are following procedures and policies
* Project manage and deliver annual Student Leaders Training
* Develop support resources and training for student groups in conjunction with other staff, with this role focusing on the needs for Society leaders and encouraging them to diversify and develop their activities
* Provide support for student group events, activities and trips, ensuring relevant HR practices and procedures are followed
* Ensure policies and procedures are followed, including ensuring external speaker checks are completed as per procedures and reports produced as required.
* Support the Student Activities Manager to ensure that financial controls are maintained, providing reports and information as required.
* Work with relevant staff to support recognition and reward programmes for student groups, including annual Awards events
* Work with relevant staff to ensure delivery of the Welcome programme of activity and other New Arrivals activities and events, ensuring that societies are engaging with the programmes of activity as appropriate
* Support the Societies to utilise the Students’ Union spaces for events and work together with the commercial team to ensure the success and quality of these events

**Volunteering**

* Help develop the provision for students to set up and run student groups focused on delivering voluntary activities in the local community.
* Support the Student Activities Manager and other relevant staff and officers in developing policies and procedures to enable student groups to safely deliver voluntary activities in the local community.
* Develop appropriate support resources and training for student groups delivering voluntary activities in the local community to provide quality experiences for student volunteers and stakeholders.
* Undertake relevant administrative tasks to provide support to student group volunteering projects, including processing room bookings, activity proposal forms, and student group finance forms in line with procedures.
* Work with relevant staff to curate a programme of one-off volunteering opportunities designed to encourage growth of student group volunteering projects
* Coordinate the reward and recognition of volunteers by continuing to develop the Volunteering Toolkit

**Student Media**

* Work alongside relevant staff to support and develop the student-led Student Media groups.
* Act as a first point of contact for Student Media group leaders for queries relating to their activities and acting as liaison with the relevant Communications staff as needed to ensure their specialist activities are supported effectively.
* Support the Student Activities Manager and other relevant staff and officers in developing Student Media, including support for developing relevant policies and procedures and administrative support as required.

**Supporting Representatives**

* Support GSU officers with work relating to the representative meetings for Societies, and other student group representative functions as appropriate.
* Provide administrative support to the Societies Executive to help GSU officers achieve their aims and objectives

**2 General Responsibilities**

* Represent and be an ambassador for the Student Activities Team and wider Students’ Union
* Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
* Maintain and improve competencies through continuous professional development
* Abide by organisational policies, codes of conduct and practices
* Support and promote diversity and equality of opportunity in the workplace
* Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and project data in terms of GDPR compliance
* Any other duties commensurate with the accountabilities of the post

**Person Specification**

**Societies Development Coordinator**

**EXPERIENCE**

* Relevant experience working/volunteering in a Students’ Union or a similar organisation
* Experience in providing information or support services to others in a similar role
* Experience of working in successful partnerships with a range of stakeholders
* Experience in planning, delivering and evaluating training
* Experience in coordinating of a range of successful events
* Experience in developing and maintain effective systems for collecting, collating and reporting information
* Experience of working with or coordinating diverse groups, and encouraging traditionally hard-to-reach groups

**SKILLS AND ABILITIES**

* Excellent written and verbal communication skills, able to communicate effectively with both internal and external audiences
* Strong reporting skills to promote and champion success, activity, and achievements
* Ability to deliver training and provide targeted support to groups and individuals
* Ability to troubleshoot difficult situations, and deal with them calmly, efficiently and effectively
* Ability to manage working time effectively, and prioritise projects appropriately
* Ability to operate in accordance with GSU governance documentation, policy and guidance at all times. Team working & Building Relationships
* Good interpersonal skills, enabling effective networking with a wide range of individuals and agencies
* Ability to motivate, facilitate, coach and support others to enable their development
* IT skills at a level that supports report writing, email, internet and database
* Self-motivated with the confidence to work alone but can also work co-operatively and flexibly as part of a team
* Ability to stay focused and efficient in the face on changing priorities.

**KNOWLEDGE**

* Knowledge of Student Activities in providing a great student experience
* Appreciation of issues and barriers associated with broadening student participation in higher education and/or voluntary sector(s)
* Knowledge of requirements for supporting volunteering projects e.g. Safeguarding and DBS checks
* Awareness of data protection and confidentiality

**EDUCATION/TRAINING**

* A good standard of general education, ideally to graduate level or equivalent
* Evidence of recent continuing professional development in a professional area relevant to the post is required. For example, time management and organisation, effective administration, delivering training, reporting methods

**Other**

* Able to travel extensively within the Borough and Region
* Able to work some evenings and weekends and stay overnight where necessary
* Works well in a team with a flexible approach to work
* Commitment to equal opportunities
* A commitment to working in a student-led environment
* Commitment to the values and ethos of GSU