Job profile

Job title	Student activities manager
Reports to	Head of opportunities
Responsible for	Student activities coordinator, student staff
Salary	£39,520

Job purpose

The postholder will be responsible for the development and growth of our student groups (such as societies, communities and student media) to build inclusive communities and support social cohesion in the University. This role focuses on empowering student leaders through groups and activities. The postholder will work on skills training and development of group leaders, work with the University's academic departments to grow academic-/subject-based societies, and provide safety, financial and logistical support for student-led activities.

Duties

- Implement the activities strategy which focuses on creating, scaling and developing student groups – including societies, communities and student media – in a student-led and sustainable manner, with a focus on broadening and deepening engagement across our membership
- Design and deliver a structured skills development and training framework for student leaders, focusing on the good running of groups and on transferable skills
- Work with academic departments to develop and embed academic-/subject-related societies into the student journey
- Work with colleagues and group leaders to ensure community groups deliver their social and representative purposes
- Implement appropriate frameworks for approval, licensing, health and safety and financial management for student-led activities and events
- Oversee the provision of resources for student groups including grant funding and liaise with the front of house team regarding equipment and space needs
- Support colleagues in the planning, execution and evaluation of key events where required
- Support groups to develop effective methods of engagement which reflect our hyper-diverse membership, including non-traditional, commuter, and postgraduate students
- Work with colleagues to establish means to evaluate the efficacy of student groups and activities
- Support the development of digital service delivery
- Manage the team's performance
- Manage the team's budget

Additional responsibilities of all staff

- Be a team player by working with colleagues and students across a range of projects
- Maintain high standard of professionalism, confidentiality and respect for student, colleagues and visitors
- Adhere to and apply the Union's values, policies and procedures
- Be responsible for observing and implementing good health and safety practices
- Travel to/between and work at all three UEL sites when required
- Attend committees, meetings, training, conferences and other events
- Attend occasional weekend and evening events, according to organisational needs
- Participate in major Union events and activities as and when required
- Undertake any other duties as reasonably requested by line manager

Person specification

All criteria listed are essential for this role except where stated desirable.

Education/qualifications (application form)
- Educated to degree level or equivalent professional qualification
- Relevant continuing professional development (desirable)

Professional experience (application form, interview)
- Direct experience of running or supporting student groups and organising student-focused activities
- Working in a similar role with proven success in creating, supporting and growing student groups/societies, volunteer-led communities or similar
- Developing and maintaining relationships with key stakeholders such as academic department or faculty leaders
- Designing, delivering or facilitating training and development programmes for student leaders or volunteers
- Planning, executing and reviewing events (desirable)
- Risk management and health and safety (essential) in volunteering or student-led activities (desirable)
- Developing relevant solutions to target specific audiences, such as hard-to-reach or non-traditional student demographics
- Managing teams of staff with proven success (desirable)
- Managing and working in a matrix management structure (desirable)

Knowledge, skills and abilities (interview)
- Understanding of challenges associated with working with a 'hyper-diverse' community
- Awareness of current trends in student groups, higher education activities, and digital engagement
- Understanding of personal development and employability through engaging in community groups, leadership and activities
- Excellent organisational skills including the ability to manage competing priorities and keep multiple workstreams on track
- Proactive and solution-focused with the ability to anticipate requirements and use own initiative to resolve issues
- Excellent inter-personal skills including being able to clearly communicate with and train students, academic staff and colleagues at all levels
- Excellent IT skills including Microsoft Office and willing and able to quickly adopt new digital tools to improve efficiency
- Innovative and creative approach to work

Personal attributes (interview)
- Willing and able to work in a fast-paced, challenging environment
- Willing and able to work in a student-led, democratic organisation
- Willing and able to work flexibly including occasional evenings and weekends
- Understand and appreciate culture and climate of modern students' unions
- Sensitive to the needs of a diverse community and cultural differences