Job profile

Job title	Student activities coordinator
Reports to	Student activities manager
Responsible for	Student staff
Salary	£33,146

Job purpose

The postholder will be responsible for supporting the development and delivery of activities and events, including establishing and working with student-led groups such as societies, communities, media and fundraising. They will also deliver training and other development programmes for student leaders in student groups.

Duties

- Support colleagues to implement the activities strategy which focuses on creating and developing student groups, including societies, communities and media
- Support student leaders to run sustainable groups by providing relevant administrative, safety and other support to activities, events and projects
- Deliver training to student leaders and volunteers, focusing on the good running of groups and on transferable skills
- Support colleagues in the planning, execution and evaluation of key events where required
- Support student-led activities and events, helping student groups to develop effective methods of engagement that reflect the views of our hyper-diverse membership
- Engage with and support student groups to achieve their goals
- Support the development of digital service delivery

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 (any) OR equivalent experience in activities, events or volunteer management
- Relevant continuing professional development (desirable)

Professional experience (application form, interview)

- Working in a similar role with proven success
- Developing relevant solutions to engage and target specific student audiences, such as hard-to-reach or non-traditional student demographics
- Planning, executing and reviewing activities, events, training sessions, or student consultation forums
- Servicing committees, panels or formal student group meetings
- Developing and maintaining relationships with key stakeholders
- Risk management and health and safety (desirable)
- Managing teams of staff with proven success (desirable)
- Managing and working in a matrix management structure (desirable)

Knowledge, skills and abilities (interview)

- Understanding of personal development and employability through student groups and activities
- Awareness of current trends in student groups, activities and experiences
- Knowledge of higher education policy and the current challenges facing students, universities and student-led communities
- Understanding of legislation, charity law and health and safety guidance affecting student activities and events (desirable)
- Excellent organisational skills including managing conflicting priorities and a diverse workload
- Able to take on responsibility for delivering tasks to ensure targets are met
- Able to communicate and work effectively in a team and using own initiative
- Excellent inter-personal skills including being able to clearly communicate with other staff members and students at all levels
- Excellent IT skills including Microsoft Office
- 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