

Activities Coordinator



Welcome

We believe that students can and want to shape the communities they are part of for the better.

Through our student leaders and elected representatives, we create opportunities for students to come together and inspire them to make change and shape the world around them.

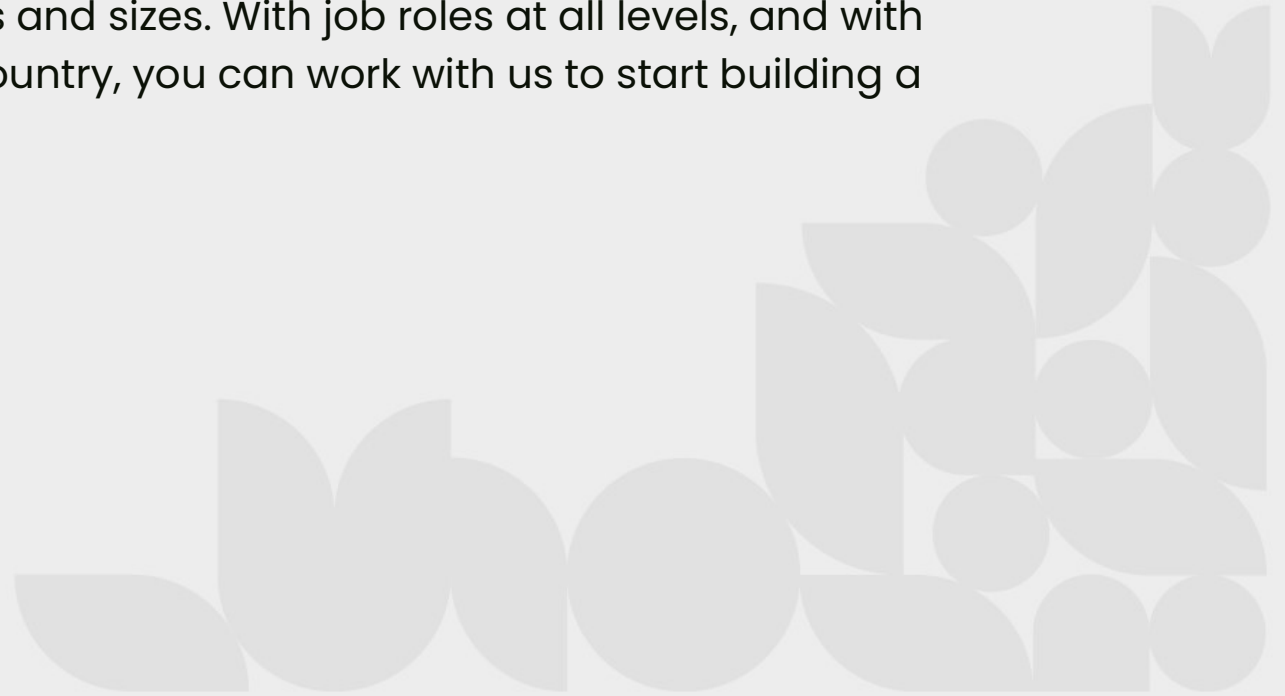
It's a seriously fun place to work, driven by our values with a diverse and international perspective, with a really supportive staff team and a focus on your development.

Students' unions come in all shapes and sizes. With job roles at all levels, and with more than 550 unions across the country, you can work with us to start building a career doing what you love.

Come join us!

Ryan Bird

Chief Executive



What we do

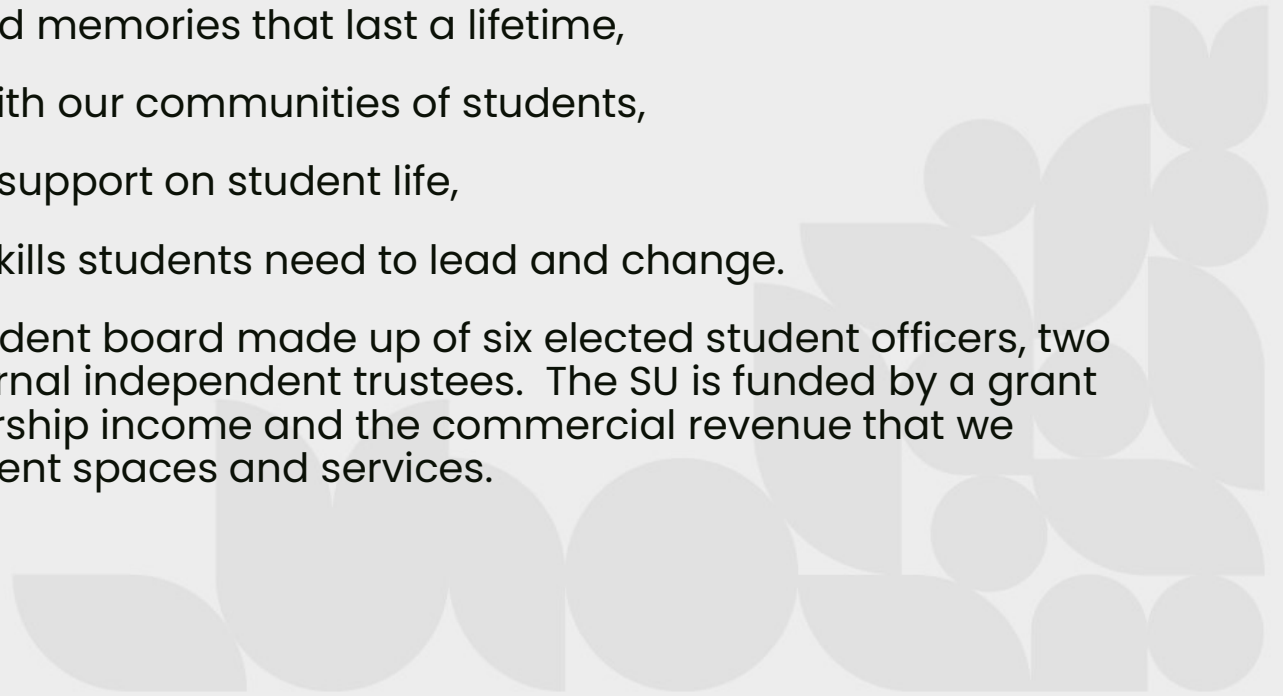
The SU *is* the body of students at the University of Bath. We believe that when students come together, they can shape the communities they are part of for the better. Through our student leaders and elected representatives, we grow and support communities of students as they provide opportunities for others and change the world around us for the better.

Together we: Promote student interest and welfare; Provide support and advice; Represent the student community with the University and others; Provide social, cultural, sporting and recreational activities.

How we do this is through student-led:

- Voice – helping students stand up, speak up and make their voice heard,
- Experiences – making friends and memories that last a lifetime,
- Groups – broadening horizons with our communities of students,
- Support – providing advice and support on student life,
- Development – developing the skills students need to lead and change.

Our work is overseen by an independent board made up of six elected student officers, two independent students and five external independent trustees. The SU is funded by a grant from the University of Bath, membership income and the commercial revenue that we generate through our range of student spaces and services.



Summary of the job

Salary	Starting from £26,038 p.a. (Grade 5).
Contract	Part Time/Fixed term
Working hours	29 hours per week (including occasional weekend or evening work) over 40 weeks of the year 18 month fixed term contract
Location	University premises / WFH
Reporting to	Community Manager
Responsible for	No line management responsibility
Budget	Some oversight of budget monitoring

The role sits within the Students' Union Activities Team, mainly supporting the student led society groups at the University of Bath. There are currently over 130 societies operating in the SU, all of whom are led by student committees. The role holder will support these committees so as to deliver the best possible student experience. To include the development of student training needs, support with marketing of the area and provide support and guidance on student events, trips and tours.

The role provides support and guidance on event management, including financial and legal advice and support with risk assessments.

The role will also provide support with Hall Reps and trips.

The post holder will ensure that the University is represented in a professional manner when working with other institutions and organisations.

The post holder will engage with other departments within the Students' Union and the University to provide further develop opportunities for the student membership and identify future relationships

Role overview

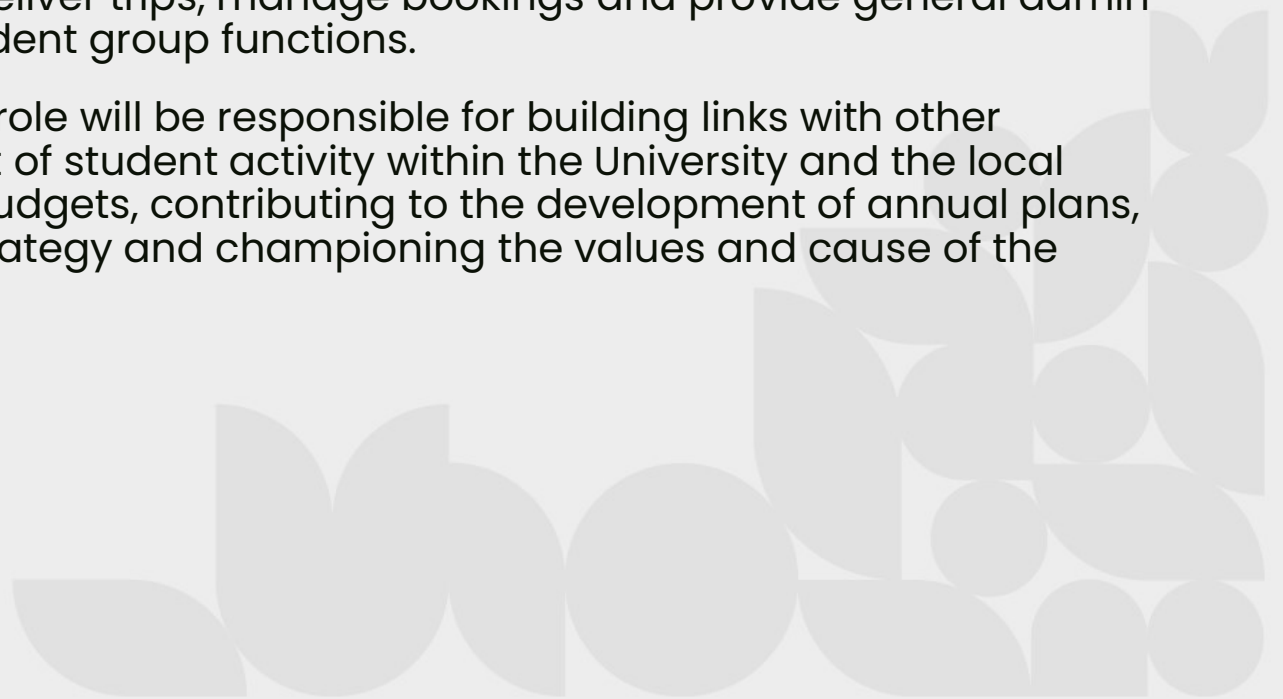
The Activities Coordinator works closely with students to support and develop a range of student led societies; as well as supporting other student groups with trips and bookings.

The role will train and support committees of student leaders so that they can lead their groups effectively. This includes assisting with event planners, risk assessments, budgets, election processes, event management and fundraising advice.

The role will support with marketing of the area, to include updating of webpages and social media platforms. The Coordinator will also have the chance to get involved in a variety of staff led projects that recognize the value of our student leaders. This includes the delivery of the annual SU Group Award's event.

The role will also help to plan and deliver trips, manage bookings and provide general admin support for meetings and other student group functions.

As a Coordinator within The SU, the role will be responsible for building links with other departments to develop the impact of student activity within the University and the local community, as well as managing budgets, contributing to the development of annual plans, supporting the delivery of the SU strategy and championing the values and cause of the organisation.



Main responsibilities

1 – Networking and building relationships with students and other stakeholders (40%)

- Provide tailored advice and support to students and staff when delivering society activities
- Ensure that all activities in the programme are delivered safely and in-line with SU procedures
- Maintain regular communications with students to ensure they feel supported and informed
- Build networks and facilitate opportunities for students and staff to share good practice
- To support the Community Manager with the running of trips and events led by Hall Reps.
- To support the Activity Officer, the Volunteer and Society Manager and the Community Manager to develop the area
- To promote funding schemes and provide support towards applications
- Be proactive in networking with local and national institutions to develop ideas

2 – Training and Development (25%)

- Monitor event planning so that good practice is being followed
- Liaise with the Skills and Development team to develop the training offer to student leaders, to include planning and delivering training where needed.
- Ensure student groups have access to the training they require in order to carry out their role effectively.
- Monitor the development needs of the Activities Executive, including working alongside the Activity Officer to embed good practice
- Work with the Fundraising Coordinator, to support societies with general fundraising needs

Main responsibilities

3-General responsibility (20%)

- Monitor the impact of the society offer and identify areas for future development
- To liaise with other departments within the SU and University to promote the work of the student group, this will include collaboration when working on joint projects
- To ensure elections are carried out with due diligence which will involve checking manifestoes, updating profiles, publishing timescales and ensuring voting rules are adhered to
- Provide support to the SU Officers with administration and project work as required
- Develop content to support marketing and awareness of the society area and volunteering opportunities
- Evaluate and report on the impact of the area for future development

4-Financial responsibilities (15%)

- Provide student groups with support towards their annual budget and financial procedures
- Monitor financial planning for events and activities, ensuring good practice is followed
- Highlight sponsorship and fundraising opportunities
- Provide support and guidance towards the student Executive Committee and their financial procedures
- Set up sale products via the SU's online system



About you

To be successful in this role, these are the things that will matter most:

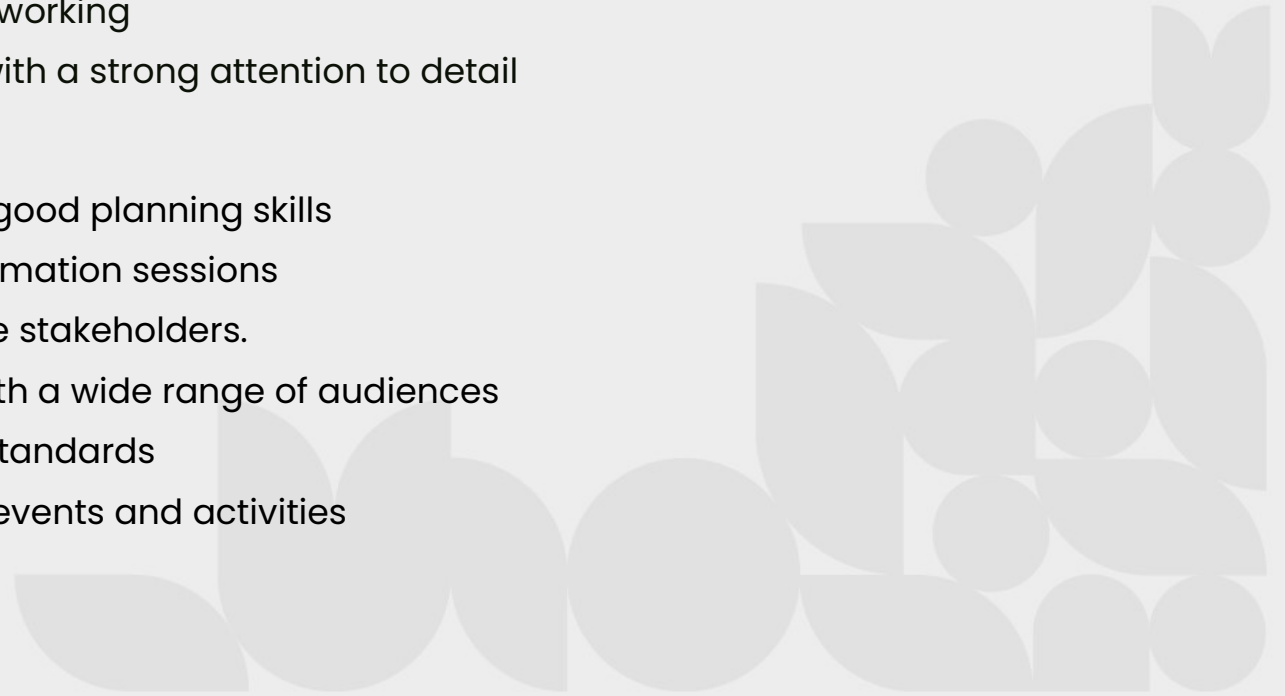
- Ability to be student-led and empathy with the cause, mission and values of The SU
- Ability to manage and cultivate positive relationships with students and other stakeholders
- Flexible with an ability to prioritise and get things done in a busy environment

Essential behavioural competencies:

- Works under own initiative to deliver objectives to agreed targets and a high standard
- Manages time, workload and priorities according to strategic need
- Ability to form and maintain effective partnerships, including within the team
- Open, flexible and transparent ways of working
- Creativity and innovation within work, with a strong attention to detail

Skills and experience:

- Events and project management, with good planning skills
- Confidence to deliver training and information sessions
- Ability to manage projects with multiple stakeholders.
- Ability to communicate and engage with a wide range of audiences
- Producing engaging content to brand standards
- Supervision of people in the delivery of events and activities



Other benefits

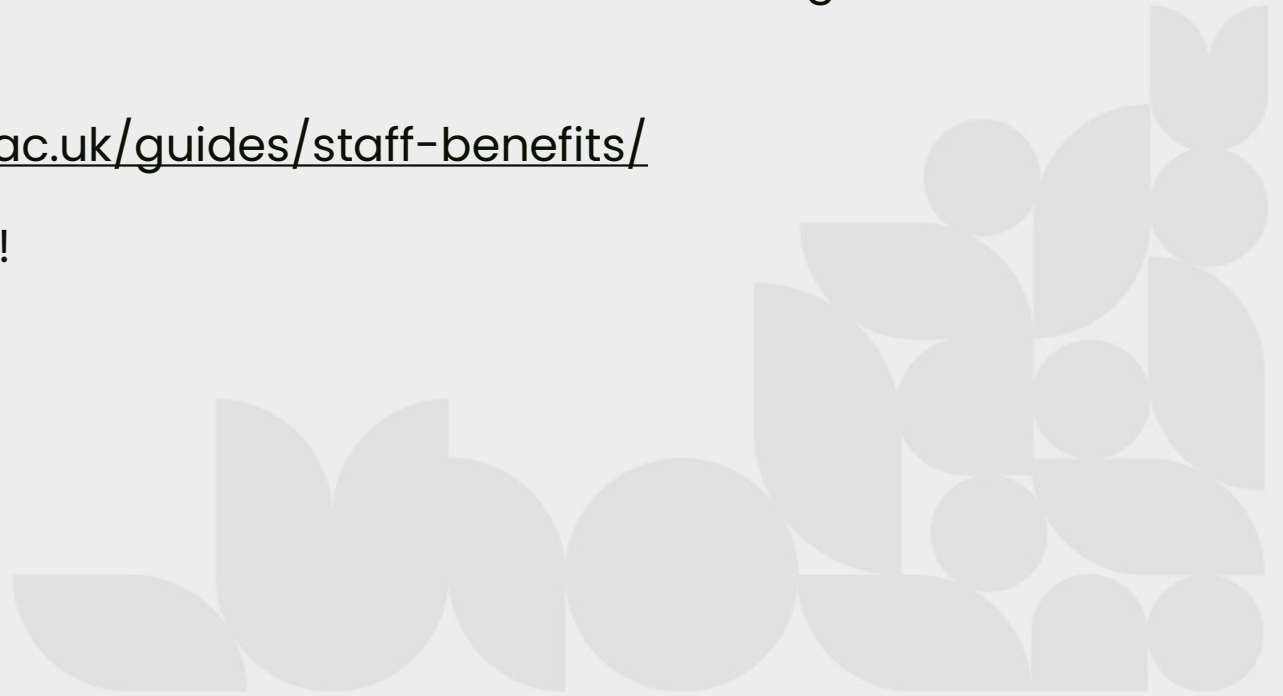
We offer competitive salaries, a vibrant and fun working environment and flexible working to enable your work-life balance.

We offer more than just a “job”; we offer career opportunities for committed and ambitious people to help shape our organisation and the lives of the students we represent.

Our staff enjoy a safe and pleasant working environment, with a variety of benefits encompassing pay, generous pension and work-life balance, along with excellent facilities on campus.

You can find out more at: bath.ac.uk/guides/staff-benefits/

Join us and be part of our story!



How to apply

Find out more

For more information and an informal chat about the role please contact:

Sarah Williams, Community Manager, sjw239@bath.ac.uk

How to apply

Applications are online. To apply for this role, please visit the job posting at:

thesubath.com/careers/

Deadline

The closing date for applications is- see advert.

Interviews

Interviews are provisionally planned for-see advert



Thank you.

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