

Post:	Freshers Events Co-ordinator
Department:	Activities Department
Responsible to:	Activities Manager
Hours of Work:	35 hours per week normally Monday to Friday, 9am to 5pm. The post holder will be regularly required to be flexible to meet organisational need. You will be required to work some evenings and weekends.
Grade:	AP2 (currently £23,067 per annum). This is a fixed term post from 31 st May to 24 th September 2021.
Purpose:	The post holder will be responsible for providing project co-ordination for online and in person delivery of Freshers Week events and activities.

1. Main Duties:

- a) To be responsible for the co-ordination of Freshers Week events and activities for the social integration of new to GCU students, ensuring an inclusive and diverse range of events.
- b) To work with the Communications Co-ordinator on the promotion of these Freshers Week events and activities on the Students' Association website, social media channels and the GCU Welcome App in collaboration with colleagues.
- c) To liaise with external events organisations and other colleagues to facilitate the Freshers Week Events programme.
- d) Working with the Activities Manager, to collaborate with GCU events staff to ensure the whole Freshers Week events programme is cohesive.
- e) To network with Glasgow bars and nightclubs to generate income and to provide night time entertainment and events for students during Freshers Week.
- f) To co-ordinate and organise Freshers Team volunteers to help with the delivery of events.
- g) To be responsible for the Freshers Week budget allocated for events.
- h) Undertake event risk assessments as and when required.

2. General

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To be responsible for all administration required for the post, including managing budgets.
- c) To deliver and develop targets outlined in the Strategic Plan.

- d) To support programmes and projects run within the Students' Association such as Full Time Officer induction, elections, accreditations, community engagement, annual award and recognition events and volunteer training.
- e) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Activities Manager or Chief Executive.
- f) To update the Association website and GCU Learn, as and when necessary.
- g) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.
- h) To adhere to all Students' Association rules and policies including HR, Disciplinary, Health and Safety, Finance or with any other Students' Association Policy passed at Caledonian Student Voice.
- i) To attend any meetings as and when requested and produce reports as required.
- j) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- k) To portray the Students' Association in a positive, proactive and professional manner.
- l) To undertake personal and professional development activities as agreed by the Chief Executive.

Responsible to:

- The Activities Manager for HR and line management.
- The Executive Committee and Trustee Board for policy and strategy.

GCU Students' Association is a registered Scottish charity, number SC022887.

Person Specification: Freshers Events Co-ordinator	E	D	Tested By
QUALIFICATIONS			
Good general education, English at least to Higher or A-Level or equivalent	✓		AF/E
KNOWLEDGE AND EXPERIENCE			
Experience of organising events	✓		AF/I
Experience of project work	✓		AF/I
Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel)	✓		AF/P
Experience of being a volunteer in a membership-led or volunteering organisation		✓	AF/I
Experience of conducting basic research		✓	AF/I
Experience in risk assessing or reviewing risk assessments		✓	AF/I
SKILLS AND ABILITIES			
Ability to work with minimum supervision in a busy environment to meet deadlines	✓		AF/I
Student (member, client or customer) focused	✓		AF/I/P
Excellent people skills	✓		AF/I
Ability to use your own initiative	✓		AF/I
Adaptable and flexible in modifying work in order to achieve the best results	✓		AF/I
Excellent verbal and written communications to a wide range of people	✓		AF/I
Pays attention to detail and produces work to a high standard	✓		AF/I
Understanding and commitment to equality and diversity	✓		AF/I
Desire to work within a democratic student led environment	✓		AF/I

AF Application Form

I Interview

E Evidence

P Presentation

April 2021