

Post: Societies Co-ordinator

Department: Activities Department

Responsible to: Activities Manager

Hours of Work: 35 hours per week, normally 9am to 5pm Mondays to Fridays. The post holder will be required at times to work flexibly to meet organisational need.

Pay: AP2

Purpose: The purpose of this post is to increase the inclusivity of societies and student media groups and their activities to reach out to the full diversity of the membership in order to build student communities.

1. Job Description

- a) To support the development of new and existing societies and the student media groups (currently THE Edit and Radio Caley), increasing their inclusivity and increasing membership levels.
- b) Develop and deliver an annual training and support programme for society volunteers and student media committees.
- c) Build relationships with societies and the student media groups to assist in raising their profile, ensuring that they are able to make use of the website, social media, emails, fayres and other promotional techniques.
- d) To monitor and support societies and the student media groups in the co-ordination of their own activities including event organisation (ensuring events are safe and inclusive), transport hire, promotion, memberships numbers, Committee Members, fundraising and ensuring that all Students' Association policies and procedures are followed.
- e) To support societies and the student media groups during the annual handover period, including facilitating elections.
- f) To work with the Full Time Officer (policy lead), and Chair of Societies Council in the support and development of Societies Council.
- g) To work with the Full Time Officer (policy lead) and Radio Station Manager and Magazine Editor in the support and development of the Radio Caley Committee and THE Edit Committee.
- h) To coordinate research into the potential growth and development of societies and student media groups, including analysing survey results and identifying key actions.

- i) Proactively investigate good practice in societies and student media development within the sector and make recommendations to the Societies Council, Edit Committee and Radio Caley Committee and Full Time Officer lead.
- j) Develop a record keeping system which highlights the outcomes and impact of societies and the student media groups, and the difference volunteers make and produce reports and case studies.
- k) Develop a culture of personal development amongst volunteers and actively promote involvement in the Student Leaders Programme.
- l) Build contacts and networks across GCU and the sector and work with academic staff to develop course based societies and volunteering in the student media groups
- m) To be responsible for the safe storage of society and student media property and space, co-ordinating annual audits as necessary.
- n) To lead the annual celebration event for volunteers, working closely with the Activities Manager, Full Time Officers and other staff on its delivery.
- o) To ensure that the Societies Council and student media groups manages their budget allocation correctly.
- p) When required, to assist in all aspects of organisational governance, specially supporting Student Voice Sub Committees through arranging meetings, setting and distributing agendas and paperwork and recording minutes.

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 within the post.
- c) To deliver and develop targets outlined in the Strategic Plan.
- d) To support programmes and projects run within the Department and wider Students' Association projects such as elections, accreditations, community engagement, annual award and recognition events, Full Time Officer induction, volunteer training conference and freshers.
- 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 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 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.

Person Specification: Societies 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 being a volunteer in a membership-led or volunteering organisation	✓		AF/I
Experience of delivering training	✓		AF/I
Experience of project work	✓		AF/I
Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel)	✓		AF/P
Experience of supporting societies or volunteers		✓	AF/I
Experience of organising events		✓	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

May 2018