# JOB DESCRIPTION

## Societies Assistant, Students’ Union

**Vacancy Ref:** N2734

<table>
<thead>
<tr>
<th>Job Title: Societies Assistant</th>
<th>Present Grade: 4S</th>
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<tr>
<td><strong>Department/College:</strong> Students’ Union</td>
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<td><strong>Directly responsible to:</strong> Student Development Manager</td>
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<td><strong>Supervisory responsibility for:</strong> part time student staff</td>
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### Other contacts

**Internal:** Students’ Union staff, Full Time Officers and Executive, societies and student group leaders (including Student Media), relevant facilities staff, Careers Service and College staff.

**External:** Fellow Students’ Union Activities/Membership Services teams, related student activity umbrella bodies, related community organisations

### Major Duties:

#### Role Overview:
To support delivery of high quality experiences and services to students wishing to engage with Union and community activities particularly relating to societies and developing on campus communities. To provide elected Officers and group leaders with support to coordinate and develop their activities in line with agreed strategies, policies and procedures. In addition, to facilitate student groups in successfully collaborating and delivering projects/events connected to their group activity for the benefit of the campus and wider community.

### Major Duties:

1. Providing a point of contact for students, student groups and prospective members accessing the Union. Including, providing and dissemination of information and effectively dealing with queries.
2. Support the Student Development Managers in the effective delivery of agreed projects and priorities, in particular:
   a. Supporting student leaders in societies to develop their skills and employment prospects.
   b. Events which promote engagement, inclusivity, and showcase activities
   c. Delivery of training programmes to support student groups to work collaboratively and develop projects.
   d. Assisting in effective promotion and marketing of activities and student opportunities.
   e. Monitoring and evaluating the impact this area of work
3. Identification, recruitment and effective liaison with, as appropriate, activity partners including university departments, community groups, external stakeholders and organisations.
4. Contribute to and facilitate the smooth running of key student-focused events i.e. Welcome Week, liberation months, JCR Training, Union and University Open Days and community events.
5. Reviewing and creating core information published by the Union relating to volunteering / societies / student groups is reviewed and accurate. Use this information to support the marketing of activity in this area.
6. Monitoring and reporting on usage of web systems: compiling reports on engagement and user feedback.
7. Providing administrative support for existing, and potential, activity including; funding bids/grant allocations, group establishment, project development, space requirements and speaker requests.
8. Working with student staff teams, student leaders and volunteers, taking appropriate responsibility for the delivery of activities in this area.

### General Duties:

9. Work to ensure that the Union is a safe, sustainable and fair organisation for our staff, students and others we engage in.
This will include:

a. **Safeguarding**: Remaining up to date with safeguarding policies and procedures and that you remain vigilant and consistent in recognising and reporting safeguarding concerns

b. **Health & Safety Policy and Procedures**: Ensuring that you follow any health and safety policies and procedures within your area of work and you contribute to the improvement of the organisation’s approach to health and safety

c. **Equality, Diversity and Inclusion**: Demonstrating a clear understanding of and upholding the Union’s commitments to equality, diversity and inclusion in everything you do.

d. **Sustainability Policies and Procedures**: Understanding, upholding and championing the Union’s policies and commitments to sustainability

10. To undertake any other duties as directed by the Chief Executive or their nominee, which are commensurate with the grade and responsibilities of this post.

11. A flexible approach to work will be required as although the role is primarily daytime based it will likely include occasional unsociable hours.