



## JOB DESCRIPTION

<b>Job Title:</b>	Activities Development Coordinator
<b>Responsible To:</b>	Activities Development Manager
<b>Responsible For:</b>	N/A
<b>Hours:</b>	Full-time (36.5 hours per week)
<b>Starting Salary:</b>	£24,925 per annum
<b>Location:</b>	Student Union HQ and Aberdeen Sports' Village
<b>Date:</b>	October 2024

### JOB PURPOSE

- To support, develop and improve the clubs, societies and student groups (student activities) at the University of Aberdeen and Students Union

### CORE DUTIES AND RESPONSIBILITIES:

- To support the development of new and existing sports clubs and societies, to increase membership levels and to improve the experience for students
- To support the Vice President Activities in their events' projects, campaigns and initiatives
- To organise and coordinate training for sports club and society committee members
- Ensure Sports Clubs and Societies operate safely and adhere to the policies and procedures of The Students' Union
- To review and evolve all policies, procedures and structures associated with Student Activities
- To track, record and evolve all data associated with sports clubs and societies
- Promote/evolve community volunteering programmes to develop student employability and support volunteering recognition
- Support student activities in raising and securing external funds through grant applications and liaising with stakeholders
- To target underrepresented groups across the student population to encourage them to engage with sports clubs and societies

## **GENERAL DUTIES:**

- To demonstrate the values of the Students' Union at all times
- To promote, support and help deliver the Students' Union's strategic and operational priorities (including Elections, Welcome Week and AGM etc).
- To provide information and support to students on the work of the Students' Union and effective sign posting, where appropriate, to external services, including the University of Aberdeen.
- To build and maintain relationships with key Students' Union stakeholders including students, University staff, community and charitable organisations, and relevant national organisations (SSS, BUCS, NUS etc).
- To act on behalf of the Students' Union and articulate the SU's positions at relevant UoA committees and meetings.
- To create and maintain positive relationships with officers, students and staff working as part of a professional team ensuring ensure that a positive team spirit is adopted at all times.
- To provide support for the Elected Student Officers, enabling their development and work.
- To deliver relevant training sessions to staff and officers
- To support the democratic structures of the Students' Union such as representative meetings and other decision-making processes.
- To work within Student Union administration and financial procedures.

## **ADDITIONAL INFORMATION:**

- It may be necessary for the post-holder to work out of hours on occasion e.g. to cover events and extended office opening hours. A system of time off in lieu will operate to cover this.
- You are encouraged to take your leave days during non-peak Student Union periods. For example, leave during and just before Elections and Welcome Week should be avoided.
- The post holder will be expected to carry out other level-appropriate tasks as may be required by your line manager.
- All staff are required to take due care of themselves and others in respect of Health & Safety in line with Students' Union Policy.
- The postholder will be expected to undertake Continuing Professional Development to ensure that their skills continue to match the changing job requirements.

## **KEY RELATIONSHIPS:**

The Activities Development Coordinator will work closely with members of staff (in particular, the Activities Development Manager, Societies Administrator, Sports Administrator and Finance & Business Support Manager), the Sabbatical Team, Societies, Sports Clubs, Student Groups and volunteers.

They will develop a strong relationship within the Students' Union Activities Team under the line management of the Activities Development Manager. They will work with points of contact at the University of Aberdeen and a variety of contacts from

different student groups within Students' Union (such as Student Activity Committee), external AUSA Trustees and with external stakeholders.

The Activities Development Coordinator will forge robust working relationships with staff and will foster a culture of collaboration, team working and inclusiveness.