



Student Engagement Coordinator (Societies)

Job Description, Person Specification & Applicant Information

Summary

Aston Students' Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside much more.

Job Summary

The post-holder will support and develop the Union's student activities through the coordination of the student led Societies. To support the Union's core strategy in promoting the student experience through delivering exceptional services and opportunities.

Principle Purpose of Job: To support the Students' Union core strategy in promoting the student experience through delivering exceptional services and opportunities.

Work Location: Aston University Campus: Aston Students' Union, B4 7BX

Responsible to: Head of Representation, Democracy and Activities

Equality, Diversity and Inclusivity

Aston Students' Union is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.

Main Duties and Responsibilities:

1. To support and develop the vast range of societies and project groups.
2. To organise and support events and activity for students volunteers.
3. To co-ordinate the preparation and delivery of induction and ongoing training for new and existing society committee members.
4. To increase the range of student societies and their events and activities, coordinating research into the potential growth and development of societies, making recommendations for change, and proactively working to encourage new societies to set up.
5. To support the 'ONCAMPUS Aston' student society and activity.
6. To increase the sustainability of societies and the number of those continuing over successive academic years.
7. To ensure that societies adopt sound financial practices, in line with Union procedures, reporting any issues of concern immediately.
8. To oversee the use of the Student Union website by the society committees, ensuring all information and resource available is up-to-date.
9. To monitor and help facilitate society events, trips, guest speakers, room bookings and general activity ensuring students are aware of the relevant Health & Safety procedures and their duty of care to members.
10. To prepare and analyse membership data monthly and annually, making recommendations for development through gap analysis and feedback.
11. To ensure the outcomes and activities of student societies are promoted and recognised and to support students in translating their experience into employability credentials.
12. To staff the SU helpdesk, providing face to face support to student leaders and volunteers.

General Responsibilities:

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1. Any other duties reasonably required by the Head of Representation, Democracy & Activities or Senior Management team.
2. Support the University with administering the Higher Education Achievement Report (HEAR) for participants, including updating data and verifying students have met the criteria.

3. Allocate rooms/facility for student use via relevant systems in place.
4. Attend relevant meetings with the University and other stakeholders.
5. Support the Sabbatical officer team and part-time officers.
6. To support the wider Student Activities and Voice team.
7. Dealing with and responding to general enquiries in the Student Activities and Voice office.
8. Ensure that equal opportunities, diversity and data protection policies are adhered to in all activities.
9. Ensure that day to day activities embrace sustainability through monitoring the social, economic, environmental and human rights impact of the Students' Union
10. To reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting any electrical faults, water leakage or other environmental concerns to the facilities or line manager etc.

Standards

- A. The post holder will be expected to both professionally and personally, display a positive image of Aston SU.
- B. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
- C. To actively demonstrate commitment to equality, diversity and inclusion.
- D. The post holder will be expected to abide by the Union's various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

Person Specification

Essential:

- A “can do” positive attitude to challenges.
- Good general education, typically to degree standard, including Maths and English at least to GCSE or equivalent.
- Experience of working with diverse communities.
- Excellent communication and interpersonal skills.
- Enjoys working within a team and independently
- Is friendly and committed to providing an excellent customer experience
- Is innovative and will bring new ideas
- Has excellent IT skills
- Can provide excellent material for use on webpages and social media
- Has excellent spoken and written language skills
- Has an interest in marketing and promotion
- Has commercial awareness and can spot commercial opportunities to support the services
- Is open to working flexible hours and can be available to work at events outside of standard working hours if required on occasion e.g. Welcome Fair

Desirable:

- Experience of working in a student union or similar organisation.
- Experience of working in Student Activities.
- Experience of working with elected representatives.
- Experience of working in a higher education institute.
- Experience of working alongside external partners, local authorities and national/international organisations.

APPLICANT INFORMATION

Starting salary; **£25,742** p/a

- Free NUS Totum Card.
- 7.5% Employer Pension Contribution
- If you would like to clarify any information or have an informal chat about the role, please email; s.hussain30@aston.ac.uk.
- To apply, please send a CV and covering letter to our HR, Governance and Admin Coordinator, Shadab Hussain on s.hussain30@aston.ac.uk . The covering letter should detail how you meet the criteria required for the role.
- Applications received after the closing date stated in the advert will not be considered.
- Application closing date: 12 noon on Thursday, 26th September 2024
- Interview dates: Wednesday, 9th October 2024 and Thursday, 10th October 2024.