



London Metropolitan University
Students' Union

Job Title: Student Activities Assistant	
Contract:	Fixed term until 31 July 2021
Salary:	£12.21 per hour including holiday pay
Hours of work:	Up to 10 hours per week Hours can be worked flexibly around course commitments with the agreement of the Student Activities Coordinator
Report to:	Student Activities Coordinator
Job Purpose: <ul style="list-style-type: none">• To revamp the flexible learning resources available to Societies and Sports Clubs Leaders ahead of their induction in September 2021.	
Main Duties and Responsibilities: <p><u>To research, devise, and write copy for flexible learning resources for Societies and Sports Clubs; with a key focus on the concise delivery of information.</u></p> <ul style="list-style-type: none">• To research flexible learning resources offered to Societies and Sports across the Students' Union sector, compiling a report that identifies best practice with a core focus on concise and accessible delivery of information. This will include the following areas:<ul style="list-style-type: none">○ Roles and Governance○ Behaviour and Discipline○ Injuries and Accidents○ Complaints○ Allocation of Resources○ Data Protection○ Representation○ Signposting and Safeguarding○ Widening participation• To review data collected through the program review with current Society and Sport leaders to research flexible learning resources that deliver on identified wants and needs. This might include:<ul style="list-style-type: none">○ Event Management tips○ Publicity○ Team Management• To present the research report to the Student Activities Coordinator in a powerpoint format with a series of suggestions as to how this information should be signposted and administered to students who run Societies and Sports, relying on your research alongside your own initiative to make recommendations.	

- Upon approval of your research report, to write copy for the different sections as outlined for a variety of media as appropriate according to your research report; ready to be implemented and developed by the Student Activities Coordinator.

Miscellaneous/ Other Duties:

Act as an ambassador for the SU, promoting a positive image, in everything that you do

Attend meetings and training events as required to aid SU and personal development

Undertake training and develop specialist knowledge in appropriate areas

Comply with and promote the environmental and sustainability policies and practices within the SU

Have a flexible approach to duties and work and, in particular, adopt a teamwork style with all colleagues and activities. This may involve undertaking duties in support of the activities and services of other areas of the SU

Carry out all duties in accordance with the SU policies designed to protect members of staff or students from harassment. It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it

Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the SU and University Health and Safety Policies, Codes of Practice and local arrangements

Cooperate with the line manager or any other person with specific responsibility for health and safety, to enable the SU's and University's responsibilities under the Health and Safety at Work Act to be performed

Demonstrate a commitment to working in a democratic environment

The SU will require the appointee to undertake a Disclosure and Barring Service (DBS) Check prior to employment commencing. The DBS clearance will be sought by the SU

The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required

The job holder may undertake other duties of a reasonable nature, as may be determined by the postholder's line manager from time to time, in consultation with the postholder

The job description may be subject to amendment from time to time after discussion with the postholder

This job description does not constitute part of the contract of employment

Review Clause:

This is a description of the job as it is presently constituted. It is the SU's practice to periodically examine job descriptions and to update them to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes. This procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. When a manager seeks to amend or vary the job description it will seek to do so with the agreement of the employee, giving consideration to any representations s/he may wish to make. Where agreement is not possible, the manager will confirm the changes to the job description to the employee in writing, together with the date on which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means is appropriate. Where changes are made to a job description, consideration will be given to whether the post should be subject to re-evaluation depending on the extent and scope of the changes.

Personal Specification

Attributes	Relevant Criteria	How Identified	Rank
1. Relevant Experience	Experience of independently conducting and interpreting research	Application form and interview	Essential
2. Education and Training	Current Student at London Met University	Application form	Essential
	Current Society or Sport leader at London Met Students' Union		Desirable
3. General & Special Knowledge	Knowledge of the issues affecting Society or Sport leaders at London Met Students' Union	Application form and interview	Desirable
4. Skills & Abilities	Ability to work both independently and as part of a team	Application form and interview	Essential
	Ability to undertake a range of administrative procedures		Essential
	Basic IT skills, including the ability to use G Suite		Essential
	Ability to organise and prioritise work		Essential
	Good verbal and written		Essential

	communication skills		
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In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a shortlist.