



London Metropolitan University
Students' Union

Job Title: Student Activities Assistant x2	
Salary:	£12.21 per hour including holiday pay
Hours of work:	10 hours per week per role 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 assist in delivering an excellent, student-led service to Student Group leaders● To assist in operational oversight of our Sport programme● To inspire students to form new Student Groups, at times with a targeted focus● To assist in the delivery of key dates in the Student Activities calendar	
Main Duties and Responsibilities: <p><u>To assist in delivering an excellent, student-led service to Student Group leaders</u></p> <ul style="list-style-type: none">● To draft and send the monthly Group Leaders' Newsletter, liaising with Union and University staff to ensure it is filled with relevant information and opportunities for Student Groups across Societies, Sports, and Media.● To assist in the administration of Student Activities led events and meetings, including but not limited to Development Meetings, Annual Training, and ad-hoc events and meetings where required.● To lead on the Student Group of the Month award, ensuring nominations are compiled, and a judging panel is assembled, to come to a decision throughout each month of term.● To assist in bulk-communications to Student Group Leaders and members where required. <p><u>To assist in operational oversight of our Sport programme</u></p> <ul style="list-style-type: none">● To ensure attendee lists are forwarded to relevant University or Union staff prior to training sessions taking place.● To review match-day preparations for competitive Sports Groups and signposting any incomplete preparations to the Student Activities Coordinator.● To ensure that kit is returned and washed by Sports Groups weekly during leagues, and signposting issues to the Student Activities Coordinator.● To assist in performing inspections of kit, equipment, and other Activities owned items to identify degradation or any health and safety issues that might arise. <p><u>To inspire students to engage with and form new Student Groups, at times with a targeted focus</u></p> <ul style="list-style-type: none">● To host stalls on campus to promote and enhance participation in leading Student Groups.● At times, to target these stalls to specific underrepresented student demographics in	

line with national and international awareness days by working with the Student Activities Coordinator and Union staff.

- To devise and deliver a social media campaign in Student Activities, working with Student Group leaders and Union and University staff to promote the benefits of membership and leadership roles.
- To assist in the operational delivery of Student Group elections annually.

To assist in the delivery of key dates in the Student Activities calendar

- To assist in the delivery of Varsity, working with the Student Activities Coordinator and Union and University staff, to ensure it's a well-planned and accessible celebration of Sport.
- To assist in the delivery of Student Groups training.
- To assist in the promotion and distribution of Student Group hoodies.
- To assist in other activities as and when required 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 your own personal development
- Undertake training and develop specialist knowledge in appropriate areas
- Comply with and promote the environmental and sustainability policies and practises 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 and students from harassment.
- To not act in a prejudicial or discriminatory manner towards staff, students, visitors, or members of the public. The postholder should also counteract such practise of 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 post holder
- 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 using G Suite		Essential
	Ability to organise and prioritise work		Essential
	Good verbal and written communication skills		Essential

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.