



London Metropolitan University  
Students' Union

Job Title: Student Activities Coordinator			
Post Reference No:	LMSUSAC-Aug20	Effective Date:	August 2020
Salary:	£25,170 - £26,986 Per-Annum (including London Weighting)		
Report To:	Head of Membership		
Responsible For:	Sports Clubs, Societies and Student Development		
Direct Reports	Student assistants		
<b>Job Purpose:</b> <ul style="list-style-type: none"><li>Responsible for the administration and development of student-led sports clubs and societies at the Union,</li><li>Provide catalysts for the ideas of student groups across the Union, helping them realise their projects, building partnerships and ensuring activities are undertaken in line with the Union's policies and procedures.</li><li>Responsible for the Union's work on student development, working with partners to provide opportunities for students to learn through communities, participation, and their shared interests.</li><li>Support the development of competitive sports across London and nationally with a balance of participation and performance, to maximise the opportunities for our members to enjoy physical recreation and competition both internally and through British Universities &amp; Colleges Sports (BUCS).</li></ul>			
<b>Main Duties and Responsibilities:</b> <u>Supporting student groups, events and activities</u> <ul style="list-style-type: none"><li>Provide developmental and administrative support to societies to ensure they operate within the policies and strategies of The Union; to include but not be limited to Financial Regulations and Health &amp; Safety Policies and procedures</li><li>Ensure groups stay within budgets</li><li>Manage the risk associated with external guest speakers &amp; freedom of speech</li><li>Applying the principles and practices of Investors In Volunteering (IIV)</li><li>Maintain records and databases and booking systems as required in support of the operational demands of the student activities service</li><li>Administer the transport and insurance systems within student activities</li><li>Administer the sports clubs and society equipment inventories</li><li>Attend and support key events including but not limited to Welcome week events</li><li>Responsible for the supervision of student staff working within student activities</li><li>Support the democratic processes within the election of student leaders within sports clubs and societies acting as deputy returning officer for such elections as directed by line manager.</li></ul> <u>Training and support of group members and leaders</u> <ul style="list-style-type: none"><li>Identify, develop and provide training opportunities for group leaders and members, ensuring training is recorded and accredited in line with the Union and University employability strategies.</li><li>Work with students and societies to ensure appropriate recognition, reflection, and employability awareness</li><li>Develop the capacity within sports clubs and societies so that they in-turn can train and develop students.</li></ul> <u>Supporting sports and societies development</u> <ul style="list-style-type: none"><li>Create society strategies and development plans with a development framework in order to increase the range of groups and level of involvement that is sustainable,</li><li>Work with the Media &amp; Events Assistant, and student groups in promoting and developing their activities to students.</li></ul>			

- Research demand for different activities and create and develop specific activities that link to this demand, including a programme of Give-it-a-Go activities.
- Motivate and support sports clubs and societies to ensure their events and projects are delivered for the benefit of their members and community
- Foster a partnership approach and joint projects/campaigns between groups of sports clubs and societies
- Identify and engage groups in local, regional, and national, projects and campaigns, where appropriate.
- Work with colleagues in the University to develop sports participation, societies and projects
- Develop a system of accreditation for sports clubs and societies and methods of bringing these groups through the accreditation.
- Work with societies and projects to evaluate the success and impact
- Work with colleagues to help communicate and promote the activities of sports clubs and societies
- Help set up and administer new sports clubs and societies
- Facilitate the Union Societies Forum, the Union Sports Forum and mentor elected role holders
- Support groups with their handover and inductions activities
- Work closely with elected officers on issues relating to student development, community building and barriers to participation.

#### Supporting sports participation

- Act as the main point of contact for sports clubs
- Coordinate the BUCS programme and sport club trips and activities
- Administer the sport club finance system including the administration and payment of coaching staff and expenses.
- Work with colleagues in the University to develop sport and sports clubs in line with health and wellbeing strategies.
- Work with the Communications & Marketing Coordinator and the Media & Events Assistant, in collaboration with other competing Unions to organise and develop the Varsity into an enjoyable and safe event for all involved.
- Develop opportunities to participate in non-league, local and community sports and volunteering.

#### **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.
- Review, plan and evaluate individual training needs, encouraging a learning and development culture.
- 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 post holder not to act in a prejudicial or discriminatory manner towards staff, students, visitors or members of the public. The post holder 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.
- Co-operate 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 post holder's line manager from time to time, in consultation 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
<b>1. Relevant Experience</b>	Relevant experience providing effective administrative support	Application Form and Interview	E (Essential)
	Experience of monitoring and managing budgets		E
	Experience of working in successful partnerships with a range of stakeholders		E
	Experience of coordinating activities and events, particularly in regard to health and safety considerations		E
	Experience of working with and motivating volunteers		E
	Experience of developing and delivering training and support for individuals and groups		E
	Experience of coaching and mentoring		D (Desirable)
	Experience of working or volunteering in a democratic or membership organisation		D
	Experience of working in a higher education environment		D
<b>2. Education and Training</b>	Educated to Degree or with equivalent experience	Application Form	E
	Youth work and community qualification or equivalent		D
	Coaching or equivalent qualification		D
	Project or events management qualification		D
<b>3. General &amp; Special Knowledge</b>	Knowledge of issues affecting participation in sports and extra-curricular activities	Application Form and Interview	E
	Knowledge of Higher Education institutions and issues affecting students		D
	Democratic systems and procedures		D
<b>4. Skills &amp; Abilities</b>	Excellent customer service skills, ability to communicate with a diverse range of members	Application Form and Interview	E
	Excellent verbal and written communication		E
	Able to work with minimum supervision, manage own workload, meet deadlines, determine priorities and deal with multiple demands		E

	Working effectively as part of a team and using your own initiative		E
	Attention to detail		D
	Possesses a coaching style of support, and commitment to beneficiary-led development and activity		D
<b>5. Special Requirements</b>	Disclosure and Barring Service (DBS) Clearance	Application Form	E
<p><b>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.</b></p>			