

Role Profile: Student Activities Coordinator

Job title:	Student Activities Coordinator
Working hours:	35-hours per week (to be worked flexibly)
Salary:	Grade B (£26,852.81 to £30,443.68)
Reporting to:	Student Activities Manager
Direct Reports	Student staff

Role Purpose:

The Students' Guild is here to help students Love Exeter through supporting a wide range of student-led activities that provide exciting and rewarding opportunities for our members. This role supports the Activities Team to proactively support and empower student-led activities, as well as championing a diverse range of student-led interests that enable development, participation and belonging.

You'll be one of the key staff contacts supporting over 300 student-led societies. Providing support in volunteer management such as recruitment, induction, training, reward and recognition. Ensuring student group activity runs safely, as well as supporting the development of the groups, ensuring as many students as possible have access to diverse, engaging and positive extra-curricular experiences

Key Accountabilities:

- Student leaders and volunteers having the resources and support they need to run inclusive, engaging societies and activities.
- Removing barriers to participation and promoting the creation, development and support of student co-curricular communities and a sense of belonging.
- Providing effective administrative, financial and operational support for student groups ensuring positive volunteer experiences.

Key Responsibilities:

Delivery

- Directly support student-led groups to increase their engagement and impact by providing guidance, training, resources, support, and specialist knowledge.
- Contribute to the effective management of volunteers through supporting the delivery of recruitment, induction, training, support, and reward & recognition approaches.
- Coordinate and deliver initiatives to improve engagement from under-represented students in student groups, volunteering and events.
- Contribute to the development of employability skills and opportunities for student leaders and volunteers.
- Support the delivery of departmental projects and goals, including but not limited to Volunteering Week and Welcome Week.
- Deliver activities within agreed budgets and ensure funds are effectively managed.

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Development

- Support the delivery of training programmes and resources to ensure student leaders and volunteers have the skills, abilities, and knowledge to deliver their roles.
- Contribute ideas and feedback to support the ongoing improvement of systems and support for student activities.
- Follow and support the consistent application of departmental processes in order to provide high quality support to student-led groups and activities.
- Embed student voice within the team, ensuring that the Guild is able to collaboratively shape and enhance society, volunteering and student media opportunities in partnership with students.

Stakeholders

- Work in partnership with relevant University of Exeter departments, supporting the delivery of student-led groups, opportunities and events across the University of Exeter.
- Collaborate with Guild colleagues, in particular Student Engagement and Communications Departments, to ensure we have a consistent and outstanding approach to how we work with and support students.
- Support the development of partnership opportunities to empower students and groups to deliver increased student-led activities.
- Support elected Officers to drive change on topics and issues that matter most to students.

Compliance

- Ensure compliance with the Guild's and relevant University policies and all relevant legislation – including Health and Safety, 1994 Education Act, Safeguarding, Media Law and Data Protection.
- Ensure that student group activity is delivered safely and in line with relevant policies and procedures. Ensure student leaders, student groups and volunteers operate in line with Guild Articles of Association and Byelaws; Guild and University of Exeter policies and procedures; and all relevant legislation.
- Ensure adherence to Guild financial regulations and effective financial procedures are in place when supporting student groups.

Other

- Actively engage in student-facing projects and activities of all kinds as required.
- Be an enthusiastic advocate for student leadership and the organisation's values.
- Maintain own professional networks and promote the Guild on a local and national level.

Person Specification: Student Activities Coordinator



Criteria	
EXPERIENCE	• Experience engaging with members/customers and managing enquiries. • Willing to learn about the student experience and student interests. • Excellent written and verbal communication skills, and the ability to express empathy and actively listen in both in-person and online setting
SKILLS & ABILITIES	• Project Management: Able to plan and organise tasks and activities and to monitor and report on progress. • People Development: Experience in working with and supporting individuals to navigate through a range of different environments. Whilst being able to engage with a wide range of audiences and stakeholders. • Volunteer Development: Ability to assist in the recruitment, retention, development and recognition of student volunteers • Mentoring: Willing and able to share knowledge, learning and best practice, and provide meaningful feedback that helps others develop their skills. • Adaptability: Engaging with diverse audiences and communities to communicate in various ways, adapting communication styles and messaging to achieve shared goals. • Teamwork: Taking the time to understand yourself and those around you, so that you can collaborate effectively across teams and achieve shared goals. • Insight: Able to spot issues and think creatively about how to solve them and identify opportunities to enhance the student experience. • Accountability: Taking responsibility for your personal development, challenges, and successes, and being aware of the impact of your work.
VALUES & BEHAVIOURS	• A demonstrable commitment to our organisation's values. • Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders. • Strong commitment to, and understanding of the principles of equality, diversity, and inclusion.