



Job Title:	Activities Administrator
Grade:	Grade 4
Salary:	£19,202 per annum
Duration of the contract:	Permanent
Working hours:	36.5 hours per week
Location:	Students' Union
Reporting to:	Volunteer and Society Manager
Department Purpose	To facilitate and support student involvement, leadership and personal development through student groups such as Societies and Community Volunteering.

## Summary of the job

### **To provide administrative support to the SU's Societies and Volunteer Groups.**

The Activities Administrator will be based within the SU Activities office and will be part of a team that supports 100 societies and a variety of community volunteer groups. The postholder will provide a range of administrative support towards those groups, whilst also dealing with face to face enquiries within a busy open plan office environment.

The role requires a dynamic individual who works well in pressured situations where deadlines need to be met, whilst also helping students dropping into the office on an adhoc basis. The Society Administrator will provide general administrative support, contribute to the development of student training needs, cross reference affiliations, provide support and guidance on student events, trips and tours and general and executive meeting administration support. During the academic year administration tasks will vary according to the direction of the student needs and development of the area.

The SU believes that when given the opportunity, students can and want to shape the community they are part of for the better. We support students in coming together to make themselves, and the student community, the best it can be – through student-led groups, campaigns, advice, development, events and commercial activities.

Students' unions come in all shapes and sizes. With job roles at all levels, and with more than 550 unions across the country, you can work with us to start building a career doing what you love.

## Our Values

Our values are shown through our commitment to:

- Being student led in all we do
- Empowering students to achieve their full potential
- Inclusivity for all students
- Providing a supportive environment
- Promoting a sense of fun and enjoyment

## We are organised into five key student-led areas:



Voice – helping students stand up, speak up and make their voice heard.



Experiences – making friends and memories that last a lifetime.



Groups – broadening horizons with our community of students.



Support – providing advice and support on student life.



Development – developing the skills students need to unlock their future.

The SU also has teams working in key areas including finance, facilities, marketing, commercial and governance. We employ more than 50 career staff and hundreds of student workers.

Our work is overseen by an independent board made up of six elected student officers and three external independent trustees.

The SU has a turnover of more than £4.2m, and is funded by a grant from the University of Bath and the membership income and commercial revenue that we generate.

We offer more than just a “job”; we offer career opportunities for committed and ambitious people to help shape our organisation and the lives of the students we represent.

Join us and be part of our story!

## Administration duties and working with student groups

To provide general administrative support to the SU's Societies and Volunteer Groups.

To send out agendas and take minutes at student led meetings such as Society Execs and other general meetings

To circulate minutes and other relevant information to appropriate members

To support Societies and Volunteer Groups with trip organisation, such as booking accommodation and transport, carrying out risk assessments and ensuring all documents are complete

To support the Society and Volunteer Coordinators with event and project management

To ensure elections are carried out with due diligence which will involve updating profiles, publishing timescales and ensuring voting rules are adhered to

Monitor storage areas for student groups and their equipment

Monitor equipment lists and provide accurate records for auditors and insurance companies

Provide excellent customer service (face to face and via email and phone). This is a key requirement of the role and needs someone that can reassess priorities on an immediate basis as things occur.

Be able to handle a range of questions and signpost people accordingly

Provide support to the SU Officers with administration and project work as required

Support the administration of disciplinary action towards student groups, including booking rooms and providing paperwork

## Liaising with Others

To liaise with other departments within the SU and University to promote the work of the student groups

Deliver marketing opportunities via the 'communication's champion' role held within each area

To support the Society Coordinator and Society and Volunteer Manager to develop the area

To promote funding schemes linked to the Alumni Department and provide support towards applications

Engage and work with colleagues within the University's 'Edge Arts' department and ensure students are represented



## Training and Development

Promote training opportunities to the student groups by working closely with the Skills and Development Training team

Ensure student groups have access to the training they require in order to carry out their role effectively

Liaise with the Skills and Development team to suggest additional training needs as identified by the student groups

Provide training material to the Skills and Development team as needed

## Financial responsibilities

Provide student groups with support towards their annual budget and financial procedures

Provide support and guidance towards the student Executive Committee and their financial procedures.

Check point of sale information for student group purchases and create mailing lists when required for these.

Set up sale products via the SU's online system

Track basic expenditure

## Marketing

To liaise with the Society Coordinator and SU's Marketing Department to ensure the Society webpages are up to date and using the SU brand effectively

Use a variety of social media to promote the student groups' achievements

Work with the student groups to develop their key messages through their channels

Ensure all clothing (and other items the student groups have access to) are within the branding guidelines

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance



## Benefits

We offer competitive salaries, a vibrant and fun working environment and flexible working to enable your work-life balance. We offer more than just a “job”; we offer career opportunities for committed and ambitious people to help shape our organisation and the lives of the students we represent.

Our staff enjoy a safe and pleasant working environment, with a variety of benefits encompassing pay, pension and work-life balance, along with excellent facilities on campus.

You can find out more at: [www.bath.ac.uk/guides/staff-benefits/](http://www.bath.ac.uk/guides/staff-benefits/)

Join us and be part of our story!

## Find out more

For more information and an informal chat about the role please contact:

Anna Boneham, Volunteer and Societies Manager, 01225 383198,

[A.Boneham@bath.ac.uk](mailto:A.Boneham@bath.ac.uk)

## How to Apply

Applications are online. To apply for this role, please visit the job posting at:

<https://www.bath.ac.uk/jobs/>

## Thank you

Thank you for taking an interest in joining the team at The SU.

We look forward to receiving your application.



# Ideal Candidate

	Essential	Desirable
<b>What you know (qualifications, knowledge &amp; Experience)</b>		
Qualifications	X	
Educated to GCSE level or equivalent qualification or experience		
Experienced administrator, used to working in teams	X	
Understanding of Students' Unions and the benefits to the student experience, in particular Societies.		X
Able to manipulate spreadsheets	X	
Used to organising meetings including note taking		
Experience of working with websites. (Updating information/uploading documents/photos/adverts)		X
An understanding of financial budgets and administration of financial forms	X	
Experience of effectively organising a busy workload with sometimes conflicting priorities, to meet deadlines	X	
Experience of maintaining clear and accurate records, often used by multiple people in the team	X	
Experience of planning, promoting and running small events	X	
Experience of working with student-led activities and understanding the challenges this brings	X	
Experience of working across an organisation		X
Experience of managing online information		X
Experience of working within branding guidelines for all communications and visual identify promotions		X
<b>What you can do (Skills and Abilities)</b>		
Excellent written and oral communication skills, with a high level of accuracy and attention to detail	X	
Self-motivated and able to work as part of a team and independently	X	
Excellent interpersonal skills and the ability to deal effectively with a wide range of people.	X	
Communicate clearly and positively with different stakeholders both verbally and in writing (across various channels)	X	
Ability to prioritise, problem-solve, manage a heavy workload and take an adaptable, flexible approach to work.	X	
Positively manage your wellbeing	X	
Use a range of social media for marketing purposes	X	
Commitment to working for the welfare of students and for a democratic organisation	X	
<b>Some of your Personal Attributes</b>		
Empathy with the purpose and values of The SU	X	
Diplomatic and open minded	X	

