

# Society Coordinator

# Welcome

We're so pleased you found us.

We believe that students can and want to shape the communities they are part of for the better.

Through our student leaders and elected representatives, we create opportunities for students to come together and inspire them to make change and shape the world around them.

It's a seriously fun place to work, driven by our values with a diverse and international perspective, with a really supportive staff team and a focus on your development.

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.

Come join us!

# What we do

The SU is the body of students at the University of Bath. We believe that when students come together, they can shape the communities they are part of for the better. Through our student leaders and elected representatives, we grow and support communities of students as they provide opportunities for others and change the world around us for the better.

Together we: Promote student interest and welfare; Provide support and advice; Represent the student community with the University and others; Provide social, cultural, sporting and recreational activities.

How we do this is through student-led:

- 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 communities of students,
- Support – providing advice and support on student life,
- Development – developing the skills students need to lead and change.

Our work is overseen by an independent board made up of six elected student officers, two independent students and five external independent trustees. The SU is funded by a grant from the University of Bath, membership income and the commercial revenue that we generate through our range of student spaces and services.

# Summary of the job

<b>Salary</b>	<b>Starting from £23,715 p.a. (Grade 5).</b>
<b>Contract</b>	<b>Full Time</b>
<b>Working hours</b>	<b>36.5 hours per week including occasional weekend or evening work.</b>
<b>Location</b>	<b>University premises / WFH</b>
<b>Reporting to</b>	<b>Volunteer and Society Manager</b>
<b>Responsible for</b>	<b>Support and delivery of the society offer</b>
<b>Budget</b>	<b>Some oversight of budget monitoring</b>

To work as part of the Students' Union Activities team to provide support towards the student led society groups at the University of Bath. There are currently over 100 societies operating in the SU, and the Activities area changes and adapts to meet these students' needs year on year. The role holder will provide innovative ideas in order to continue the development of the area and maintain the University of Bath's high level of student participation.

To assist student groups with fundraising activities, providing legal advice and support with event management.

The role holder will support with the progress of student societies and deliver the best possible student experience. To include the development of student training needs, support with marketing of the area and provide support and guidance on student events, trips and tours.

The post holder will ensure that the University is represented in a professional manner when working with other institutions and organisations.

The post holder will engage with other departments within the Students' Union and the University to provide further develop opportunities for the student membership and identify future relationships

## Role overview

The Society Coordinator works closely with student leaders to support and develop a range of student led societies, as well as supporting other groups specifically with fundraising advice.

The role's responsibilities include training and supporting committees of student leaders, including the Activities Exec, and supporting societies with risk assessments and general event management advice.

The role will provide fundraising support to RAG, the SU's fundraising group, as well as advising other student groups with fundraising good practice. This responsibility will be shared with the Volunteer Coordinator, also based in the Activities team.

The role will support with marketing of the area, to include updating of webpages and social media platforms

As a coordinator within The SU, the role will also be responsible for building links with other departments to develop the impact of student activity within the University and the local community, as well as managing budgets, contributing to the development of annual plans, supporting the delivery of The SU strategy and championing the values and cause of the organisation.

# Main responsibilities

## 1 – Networking and building relationships with stakeholders (30%)

- To liaise with other departments within the SU and University to promote the work of the student group, this will include collaboration when working on joint projects
- To support the Activity Officer and Society and Volunteer Manager to develop the area
- To promote funding schemes and provide support towards applications
- Provide tailored advice and support to students and staff when delivering society and fundraising activities
- Maintain regular communications with stakeholders to ensure they feel supported and informed
- Build networks and facilitate opportunities for students and staff to share good practice.
- Be proactive in networking with local and national institutions to develop ideas and share good practice

## 2 – Training and Development (25%)

- Develop the training offer to student leaders to include planning and delivering training where needed.
- Ensure student groups have access to the training they require in order to carry out their role effectively.
- Monitor the development needs of the Activities Exec, including working alongside the Activity Officer to embed good practice
- Liaise with the Skills and Development team to suggest additional training needs as identified by the student groups
- Work closely with RAG (the student fundraising group) and the Volunteer Coordinator, to support and develop their annual events, as well as supporting other student groups with general fundraising needs

# Main responsibilities

## **3-General responsibility (30%)**

- Monitor the impact of the society offer and identify areas for future development
- Ensure that all activities in the programme are delivered safely and in-line with SU procedures
- To ensure elections are carried out with due diligence which will involve checking manifestoes, updating profiles, publishing timescales and ensuring voting rules are adhered to
- Provide support to the SU Officers with administration and project work as required
- Develop content to support marketing and awareness of the society area and volunteering opportunities
- Evaluate and report on the impact of the area for future development

## **4-Financial responsibilities (15%)**

- Provide student groups with support towards their annual budget and financial procedures
- Monitor financial planning for events and activities, ensuring good practice is followed
- Highlight sponsorship and fundraising opportunities
- Provide support and guidance towards the student Executive Committee and their financial procedures
- Set up sale products via the SU's online system

# About you

**To be successful in this role, these are the things that will matter most:**

- Ability to be student-led and empathy with the cause, mission and values of The SU
- Knowledge of a membership led organisation
- Flexible with an ability to prioritise and get things done in a busy environment

**Essential behavioural competencies:**

- Works under own initiative to deliver objectives to agreed targets and a high standard
- Manages time, workload and priorities according to strategic need
- Ability to form and maintain effective partnerships, including within the team
- Open, flexible and transparent ways of working
- Creativity and innovation within work, with a strong attention to detail

**Skills and experience:**

- Events, project and resource management, with good planning skills
- Knowledge of fundraising good practice
- Ability to communicate and engage with a wide range of audiences
- Producing engaging content to brand standards
- Supervision of people in the delivery of events and activities

## Other 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, generous pension and work-life balance, along with excellent facilities on campus.

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

Join us and be part of our story!

# How to apply

## 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

## How to apply

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

[thesubath.com/careers/](http://thesubath.com/careers/)

## Deadline

The closing date for applications is- see advert.

## Interviews

Interviews are provisionally planned for the 18<sup>th</sup> and 19<sup>th</sup> Oct.

# Thank you.

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