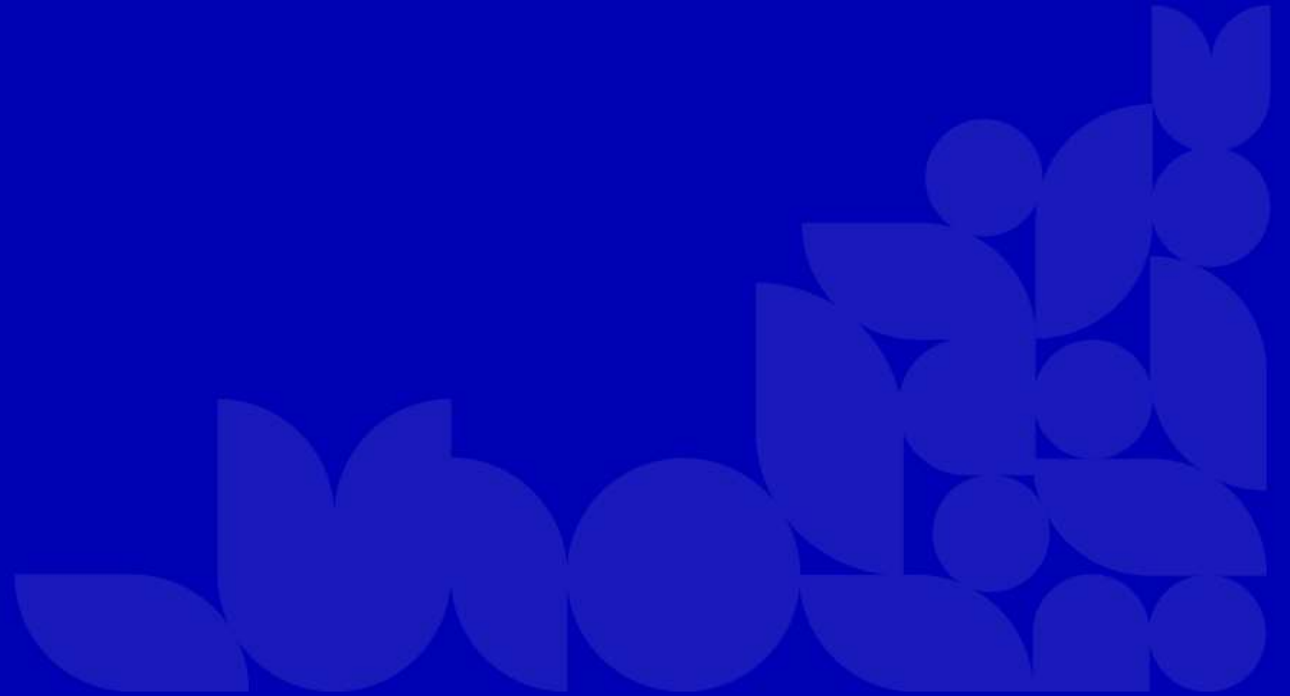


Society Coordinator



Welcome

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!

Ryan Bird

Chief Executive



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

Salary	Starting from £25,138 p.a. (Grade 5).
Contract	Full Time
Working hours	36.5 hours per week including occasional weekend or evening work.
Location	University premises / WFH
Reporting to	Community Manager
Responsible for	Support and delivery of the society offer
Budget	Some oversight of budget monitoring

The role sits within the Students' Union Activities Team, supporting the student led society groups at the University of Bath. There are currently over 120 societies operating in the SU, all of whom are led by student committees. The role holder will support these committees so as to 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 role will assist student societies with fundraising activities, providing legal advice and support with event management.

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

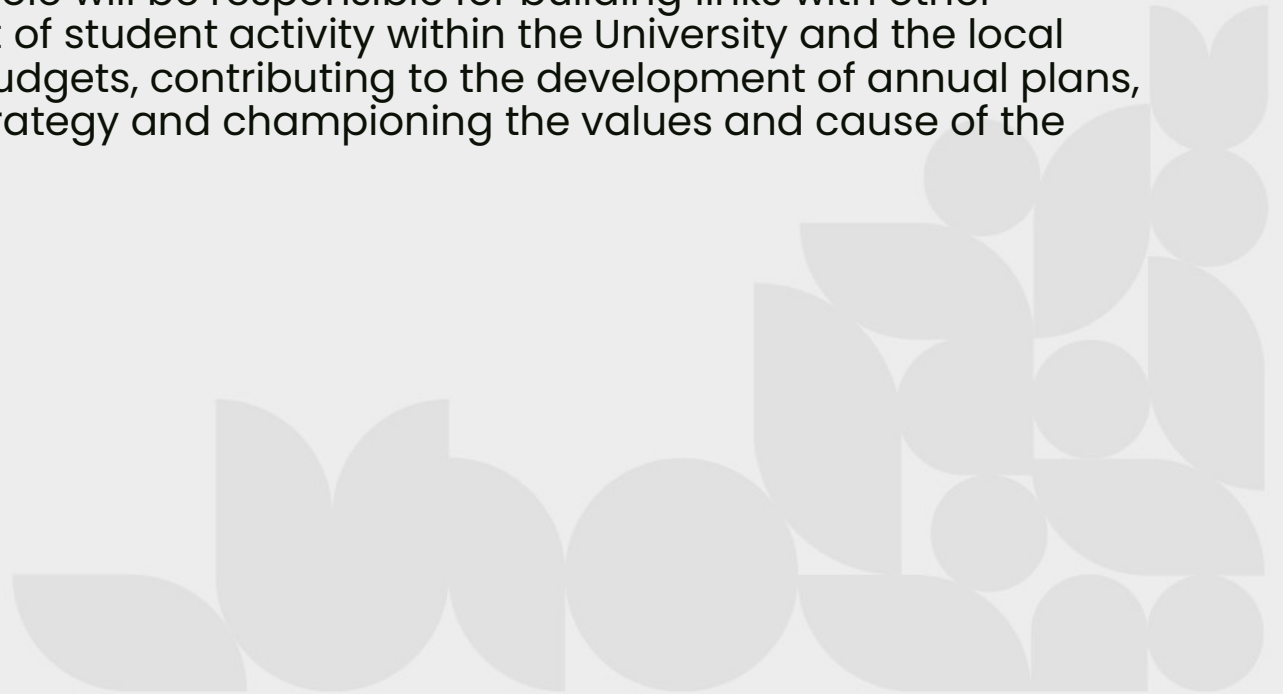
Role overview

The Society Coordinator works closely with student leaders to support and develop a range of student led societies.

The role will train and support committees of student leaders so that they can lead their groups effectively. This includes assisting with risk assessments, budgets, election processes, event management and fundraising advice.

The role will support with marketing of the area, to include updating of webpages and social media platforms. The Coordinator will also have the chance to get involved in a variety of staff led projects that recognize the value of our student leaders. This includes the delivery of the annual SU Group Award's event.

As a coordinator within The SU, the role will 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%)

- Provide tailored advice and support to students and staff when delivering society 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
- 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 Community Manager to develop the area
- To promote funding schemes and provide support towards applications
- Be proactive in networking with local and national institutions to develop ideas

2 – Training and Development (25%)

- Liaise with the Skills and Development team to 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 event planning so that good practice is being followed
- Monitor the development needs of the Activities Exec, including working alongside the Activity Officer to embed good practice
- Work with the Fundraising Coordinator, to support societies 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
- Ability to manage and cultivate positive relationships with students and other stakeholders
- 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 and project management, with good planning skills
- Confidence to deliver training and information sessions
- Ability to manage projects with multiple stakeholders.
- 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

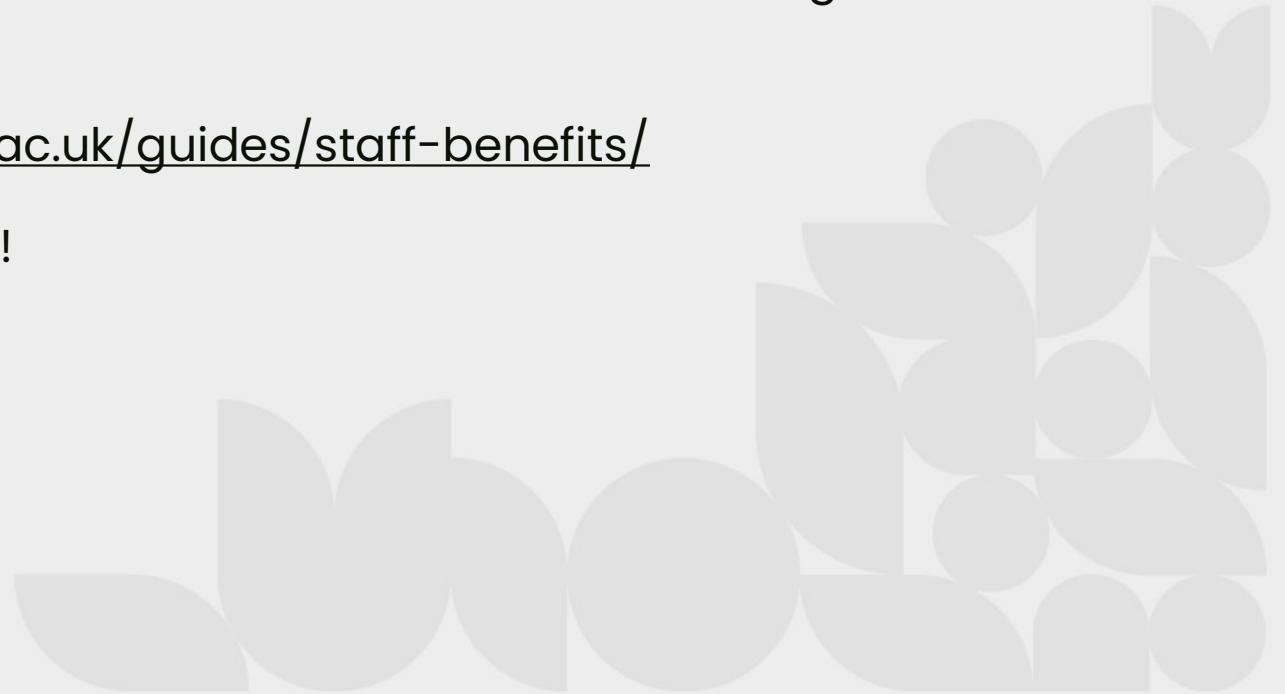
We offer competitive salaries, a vibrant and fun working environment and flexible working to enable your work-life balance.

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/

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:

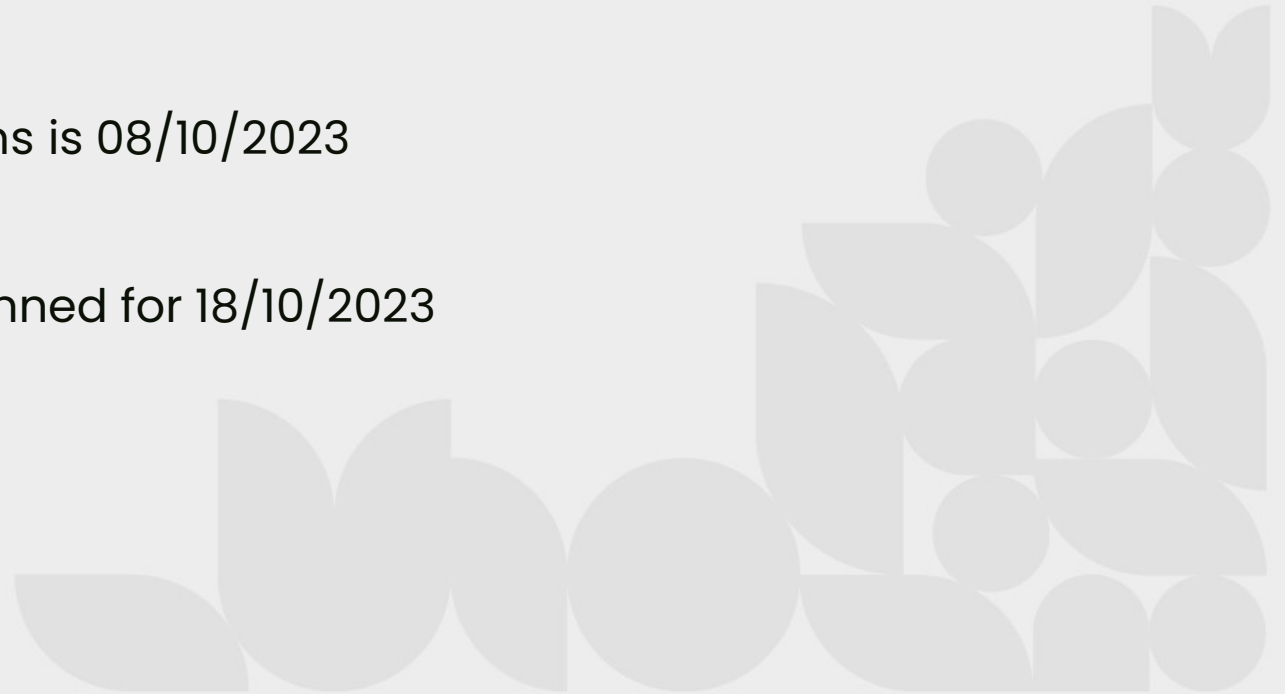
thesubath.com/careers/

Deadline

The closing date for applications is 08/10/2023

Interviews

Interviews are provisionally planned for 18/10/2023



Thank you.

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