

Activities Administrator

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!

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 £23,144 p.a. (Grade 4).
Contract	Full Time
Working hours	36.5 hours per week
Location	University premises
Reporting to	Community Manager
Responsible for	No line management responsibility

The Activities Administrator is part of a team that supports student groups in The SU. The role provides general administrative support whilst also dealing with student enquiries within a busy team environment. The role also contributes to the development of student training needs, gives support and guidance on student events and activities, and provides administrative support for meetings. During the year administration tasks will vary according to the direction of the student needs and development of the student activities area.

Role overview

The Activities Administrator works within the busy student activities team and plays a key role in ensuring that students have an amazing time at university. The role provides a range of support functions throughout the team, ensuring that student groups run as smoothly as possible, and helping plan and deliver a large range of events and activities throughout the year.

The Activities Administrator is part of the team that manages enquiries on behalf of the groups area, answering these directly where possible or signposting to other areas. The role will help to plan and deliver events and trips, will draft risk assessments and manage bookings, and provide general administrative support for meetings and other student group functions.

As an administrator within The SU the role will also be responsible for linking up with other departments, creating content for marketing and communications, supporting the delivery of The SU strategy, and championing the values and cause of the organisation.

Main responsibilities

1 – Supporting team activities (40%)

- Be part of the team that manages student enquiries, responding and signposting as required.
- Support the delivery of events and projects within the team.
- Support the smooth running of elections for student groups.
- Monitor storage areas and equipment, updating asset registers and maintenance needs.
- Promote funding opportunities and support links with alumni and other partners.
- Ensure that student groups have access to training, providing training content as required.

2 – Working with student groups (40%)

- Support student events and activities, providing relative administrative support.
- Carry out risk assessments and ensure that documents are complete within SU procedures.
- Provide administration support for SU Officers and student-led meetings.

Main responsibilities (continued)

- Assist in the delivery of student-led projects, as directed by the Community Manager and Society Co-Ordinator.
- Provide student groups with support towards their annual budget, sales and financial procedures.

3 – Linking in with others (20%)

- Liaise with other departments and promote the work of the student groups.
- Produce and update content and deliver communications via SU channels within brand guidelines.
- Undertake other duties of a similar nature as reasonably required by your line manager.

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.
- Flexible with an ability to prioritise and get things done in a busy environment.
- A strong sense of 'customer service', responding to enquiries.

Essential behavioural competencies:

- Works well as part of a team to deliver objectives to agreed targets.
- Flexible approach and manages time, workload and priorities according to need.
- Ability to form and maintain effective working relationships, including within the team.
- Attention to detail and a commitment to delivering work at high standard.
- Commitment to equality, diversity and inclusivity.
- Commitment to working in a sustainable or environmentally friendly way.

Skills and experience:

- Experience in an office environment, including using core Microsoft Office products.
- Writing and producing content for marketing purposes.
- Digital and social media platforms.
- Budget administration.
- Organisation and planning activities and events, including assessing and managing risk.

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, 01225 383198 , susao@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- see advert.

Interviews

Interviews are provisionally planned for – see advert

Thank you.

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