

SOAS Students' Union Student Activities and Events Coordinator

Salary: Grade 5 plus London Allowance (£22,847 - £26,841)

Direct Report: CEO

Hours: 37.5 per week, Core hours will be 11am-7pm, Mon-Fri: although there will be considerable flexibility in this agreed with the post holder

Works With: Co-President Activities and Events, Society Presidents and Sports Captains, Governance and Communications Coordinator, Commercial Services Manager, Finance Manager, Student staff.

Job Description

SOAS SU is a small but active students' union with around 130 student societies and 15 sports clubs. Within the limits of the space and budget available, we strive to ensure that all interests are catered for and that all of our students have the opportunity to access to a range of activities and events. Our sports clubs and societies are run by student volunteer presidents and the role will make the administration of societies and sports as easy as possible for these volunteers and focus on the development of student participation.

As well as the development of opportunities for students to take part in activities – be that competitive or non-competitive sport, or our wide range of student-led societies, the role will also be used as general operational support for the elected Co-President Activities and Events, and in particular be a point of contact in early evenings and provide event support in these hours. Core hours will be 11am-7pm, Mon-Fri during term time, reverting to 10-6pm outside of term: although there will be considerable flexibility in this agreed with the post holder, based on events taking place.

To apply for this role please send a CV and Covering Letter, which details how you meet the person specification to su@soas.ac.uk by 14:00 on Wednesday 20th July 2022. Please make it clear in the subject line the role you are applying for. SOAS Students' Union values diversity and aims to be an equal opportunities employer.

Main Responsibilities

Societies

- 1: To coordinate the administration and day to day support of student activities, with societies, and student events.
- 2: To be responsible for society room bookings with SOAS, and any external bookings where relevant.
- 3: To be responsible for monitoring budgets associated with societies, and work with the CEO and Co-President Activities and Events to set and administer these budgets.
- 4: To provide physical technical support for student society events where appropriate and possible.
- 5: To work with the Co-President Activities and Events and the Governance and Communications Co-ordinator in arranging Freshers' Fayre, Refreshers Fayre, Society Awards and any other relevant large scale intra-society events.
- 6: To maintain and develop policies and practices which will develop student participation in clubs and societies, in conjunction with the Co-President Activities and Events and the CEO.

Sport

- 7: To coordinate the administration and day to day support of competitive and non-competitive sports teams within SOAS.
- 8: To be responsible for booking sports teams training and fixtures, for booking pitches and appropriate venues and where necessary transport to fixtures.
- 9: To work with the CEO on the development and delivery of sports at SOAS, in order to to fulfil the aim of increasing the number of SOAS Students taking part in recreational and competitive sports activities.
- 10: To be the first point of contact for the SOAS Students' Union for BUCS, League and Association queries, fixture arrangements and disputes.
- 11: To review and monitor the relevant risk assessments with all sports. To include monitoring the qualifications, association membership and insurance details of trainers and coaches.
- 12: To assist the Co-President Activities and Events in organising the annual Sports Awards and Sports Dinner.

Events

- 13: To be the first contact regarding the use and booking of events equipment, and to act as basic logistics support and supervisor for Union events.
- 14: To work with the Co-Presidents on the operational planning and delivery of Freshers Fortnight
- 15: To work throughout the year with the Co-President Activities and Events and the Commercial Services Manager, on a regular schedule of events within the Union.

16: To answer any general event queries and assist societies with their events.

General

17: To work with the Co-President Activities and Events to deliver consistent information and advice and improve support for student activities, including training, recognition and skills development.

18: To support the delivery of elections within clubs and societies, acting as Deputy Returning Officer for these elections, with support from the Governance and Communications Coordinator.

18: To assist in the running of annual Sabbatical training, Trustee Training and other student training session on activities, events any other areas of expertise.

19: To maintain and inventory of union and society equipment with a view to advising on storage, booking and maintenance needs.

20: To be duty manager of the Union in the evening and provide support outside of core hours.

21: Assist with any reasonable tasks as required by the Union Sabbaticals and the CEO.

PERSON SPECIFICATION

(E= Essential, D=Desirable)

Knowledge & Experience

Experience of:

- Working in a democratic, member-led environment **D**
- Demonstrable experience of working effectively on own initiative **E**
- Coordinating multiple tasks **E**
- Working with administration systems and databases **E**
- Coordinating small to large scale projects **E**
- Working with a volunteer workforce **D**
- Risk assessing and reviewing risk assessments **D**
- Experience of delivering training and development activity **D**
- Events management and operations **D**
- BUCS or other sporting organisations, and their systems **D**

Skills

- Understanding of current policy and themes in Higher Education and Students' Unions within the UK particularly in relation to societies **D**
- Ability to design and deliver training **E**
- Ability to calmly negotiate competing demands of stakeholders or service users **E**
- IT competent with a working understanding of Microsoft Office Essential
- Exceptional interpersonal and communication skills (written and oral) Essential

Personal Qualities

- Self-motivated and self-reliant and able to overcome challenges **E**
- Able to create and maintain strong working relationships with key stakeholders and staff **E**
- Able to empower and engage others to effectively plan **E**
- Skilled in time management – able to meet deadlines and cope with varying workloads **E**
- Able to motivate, facilitate and guide others to enable their development **D**
- A belief that students' unions and youth organisations can be a force for change **E**

