

Job Description

Role	Activities Co-ordinator
Hours	37 per week
Responsible to	Engagement Manager
Responsible for	N/A

Department Overview

The Engagement Team delivers projects that enhance student engagement throughout the Students' Union and University, empowering students to build social and cultural capital that positively impacts their outcomes. They organise student representation at all levels, from Course Reps to the election of Full-Time Officers. Additionally, they support student-led campaigns aimed at improving the student experience both within the University and on a local and national scale. The team also runs extracurricular activity programs that integrate students into the broader University experience, including societies, student media, fundraising, and skills development initiatives.

Role

To provide continuous support and facilitation for students' extracurricular activities, including student media, student fundraising and community events across all of our campuses. Research, organise, and promote Give It a Go activities and the Skills Development Programme. Additionally, assist Full-Time Officers with the planning and execution of events and campaigns. You will need a flexible approach as you work closely with the annually elected Full-Time Officer team to fulfil their priorities for the year, which may require adjusting your focus and tasks on an annual basis.

Main Responsibilities

Student Media

- Support and assist student media volunteers in organising, promoting, and delivering student media activities.
- Ensure student radio licenses and equipment are kept up to date, maintaining compliance with regulatory requirements and overseeing regular maintenance and upgrades as necessary.
- Support the delivery of the student newspaper, ensuring content is fair, balanced, and compliant with media law to mitigate legal risks.

Student Fundraising (RAG)

- Support and assist students in organising, promoting, and delivering fundraising events, including individual fundraising challenges and society-organised events.
- Handle enquiries related to fundraising events professionally, seeking advice from your line manager as needed.

Community Events

- Support and assist students in organising, promoting, and delivering community events, such as coffee mornings for mature students and events for LGBTQ+, Black, and Disability History Month.
- Organise and support postgraduate-specific events to engage our community of postgraduate students.
- Organise and support international student specific events including trips to engage our community or international students.

Give It a Go Activities

- Research, plan, book, and promote Give It a Go activities that are relevant and accessible for students.
- Ensure external providers provide relevant health and safety documentation.

Skills Development Programme

- Research, plan, book, and promote a Skills Development Programme that supports students in developing employability skills.

Other Student Activities Tasks

- Maintain accurate records of all events and activities including registers of all attendees across all programs to support student engagement insights and celebrating success.
- Evaluate all student activity programmes annually and provide reports as requested.
- Support the Engagement Manager with the BSU Essentials project as and when required.
- Provide logistical and administrative support to ensure the success of events led by full-time officers.

Communication

- Answering routine enquiries in person and online.
- Designing and delivering routine training (online or in-person) to Student Media Volunteers, Student Fundraisers and other students through the Skills Development Programme.

Decision Making

- Responsible for personal operational decisions on a daily basis.

Budget Management

- This role has no budgetary responsibility.
- This role has responsibility for small project funding for activities.

Staff Management

- This role has no staff management responsibility, but may assist the Manager with providing occasional basic supervision of student staff within the department.

General Duties

- Conduct yourself in a manner which adheres to the values of BSU at all times, displaying high standards of professionalism and service.
- Adhere to all BSU policies and procedures.
- Fully participate in your induction, personal and team development opportunities.
- Assist in key events and activities throughout the year eg open days, Freshers' week and Elections as required, some of which might fall outside of usual working hours.
- Undertake any other duties as may reasonably be expected given the qualifications and experience required for the role.

Location

This role will primarily be based at the Moulsecoomb Campus, with regular travel to other campus locations as required in the provision of the duties for the role.

Person Specification



Post	Activities Co-ordinator	Location	Moulsecomb
Knowledge			
An understanding of a Students' Union and its range of services to students			
Awareness of diverse student interests and needs, particularly in relation to social and cultural events in a university setting.			
Skills			
Excellent communication skills – both written and verbal			
Excellent organisational skills, with ability to prioritise a high volume of work and wide range of tasks			
Confident user of Microsoft Office applications			
Experience of undertaking administrative tasks			
Ability to engage with a wide range of people from diverse backgrounds			
Ability to work independently and as part of a wider team			
Personal Qualities			
High levels of enthusiasm, self-motivation, and initiative			
Committed to providing an excellent service to our students			
Inclusive (BSU Value)			
Supportive (BSU Value)			
Authentic (BSU Value)			