



Coventry University Students' Union

Job Description

Job Title:	Activities Assistant Manager
Grade:	Grade 6
Department:	Student Experience
Location:	Coventry
Responsible to:	Activities Manager
Responsible for:	Activities Coordinators

Purpose

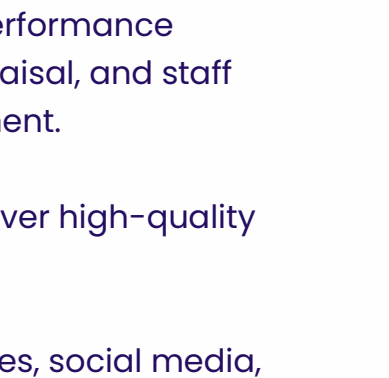

To lead a team of Activities Coordinators in the delivery of high-quality, safe, inclusive student-led activity through student communities, societies, activity, events and campaigns increasing student engagement and enhancing the student experience for Coventry Campus students.


Support the development of relationships with student leaders to empower them to develop events, campaigns and initiatives that bring about meaningful change and tackle challenging issues.

To support and deputise for the Activities Manager.

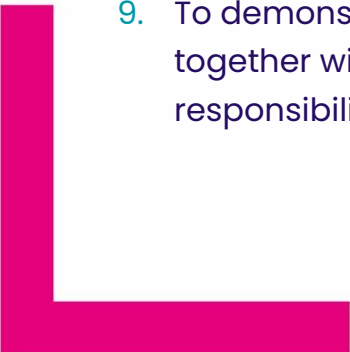
Main Duties and Responsibilities

1. To lead in the management of the following for Coventry campuses:
 - Societies
 - Academic Societies
 - Activities Programme
 - Community and network building activity
 - Campaign based activity
2. Providing supervision and direction to the team members to develop, grow and promote the Students' Union Societies and Communities in Coventry with an emphasis on equality, diversity and inclusion.
3. To support the effective delivery of key campaigns and activities relevant to our communities working with relevant departments and student leaders.
4. Work with colleagues to develop new initiatives with the objective of increasing levels of student participation.
5. Responsible for, and leading others in, the effective and responsive management of student enquiries relating to activities.
6. Supporting with the delivery of training to student leaders developing capability in leadership, governance, event delivery, and campaigning in the community and societies executives.
7. To support relevant officers in their day-to-day tasks and manifesto delivery.
8. Develop and maintain positive working relationships with key internal and external stakeholders, including University Professional Services, to enable the delivery of student led activities and events.
9. To oversee and assist in the management and organisation of relevant student committees and working groups.
10. Operationally implement the delivery of Society elections.

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11. To manage staff including workload planning, performance management, inductions, objective setting, appraisal, and staff development as well as supporting with recruitment.
 12. Coaching and supporting team members to deliver high-quality operational outcomes.
 13. Update, and lead others in updating, SU webpages, social media, newsletters and other methods of communication to students with details of opportunities, activities, campaigns and activism ideas.
 14. Providing guidance to activities coordinators on the application of Students' Union policies and regulations to resolve issues relating to student groups and activities, and support in managing first line escalation issues.
 15. Support line manager in tracking and monitoring engagement for union wide KPI's.
 16. To coordinate the collection of student feedback and evaluate the effectiveness of delivered activity, suggesting ideas for development or adjustment.
 17. Work with the Marketing and Communications department to ensure the most appropriate form of promotion and communication for demographic/location targeted activity.
 18. Proactively develop knowledge and awareness of developments in good practice of front-line student experience throughout the sector and encourage innovation and implementation.
 19. To authorise expenditure within remit and agreed limits and ensure compliance with Students' Union financial regulations.
 20. Oversee resource allocation, within own remit, ensuring value for money, and supporting the manager to achieve financial sustainability of student-led activity.
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21. To produce regular reports to Students Union committees and management when required.
 22. Responsible for the operational delivery of the society risk assessment process.

General Responsibilities

1. Any other duties reasonably required by the elected officers with agreement from the post holder's line manager.
 2. To undertake relevant research/development projects as required from time to time.
 3. To lead and participate in departmental and cross departmental projects as required following standardised PMU processes appropriate to grade.
 4. To support and contribute to the Union's communities, committees, societies activities and campaigns as required.
 5. To attend meetings, conferences and training events as may be reasonably required, including appropriate Union Committees meetings as directed by the post holder's line manager.
 6. To work flexibly - this may at times include weekend and evenings.
 7. To abide by the Union's constitution, procedures and policies at all times.
 8. To be committed to the Union's values by being Helpful, Inclusive and Ethical.
 9. To demonstrate a commitment to equality of opportunity and diversity, together with an understanding of how it operates within the responsibilities of the post.
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10. Undertake any other duties commensurate with the grade range of the post.

I have read, understood and agree to the above duties.

Signed:

Date:

Print Name:



Person Specification and Shortlisting Criteria

Activities Assistant Manager

All applicants must have eligibility to work in the UK

Shortlisting criteria and required experience:

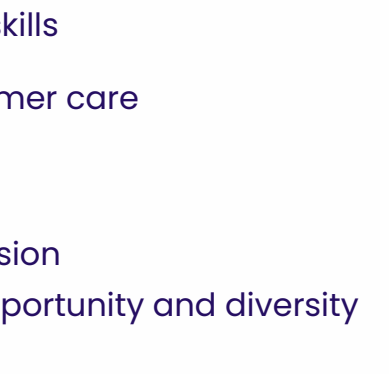
This is the list of criteria that shortlisting for interview will be based on, please ensure that you demonstrate your skill / experience in these areas in your application questions.

1. Experience managing permanent or casual staff – Essential
2. Experience of working in student engagement, such as societies and student led activity – Essential
3. Experience ensuring events are delivered to a high standard by staff and/or students/service users – Essential
4. Experience supporting student leaders – Essential
5. Experience working with students from a wide range of demographics especially international students – Essential
6. Experience of growing student engagement within a Students' Union, or engaging hard-to-reach audiences – Essential
7. Experience of relationship management – growing and managing relationships with senior stakeholders – Desirable
8. Understanding of Higher Education Organisation / Students' Unions or Membership Organisations – Desirable

Essential personal characteristics:

This is a list of personal characteristics that will be needed to be successful in the role. It is provided for your information to help you decide on whether the job role suits you and the skills that we will be keen to see demonstrated at interview.

- Confidence in making decisions and problem solving
- Excellent IT skills, with a proactive approach to adopting and utilising new digital technologies and tools.
- Excellent communication skills – verbal and written

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- Excellent interpersonal skills and organisational skills
 - A high degree of commitment to excellent customer care
 - Ability to work well in a team
 - Ability to work in a fast-paced environment
 - Work on your own initiative without close supervision
 - Good understanding and awareness of equal opportunity and diversity
 - Flexible approach to working hours
 - Willingness to champion our organisation values: (We are Helpful, We are Inclusive, We are Ethical)

All staff are expected to comply with all CUSU's policies and procedures.

