



Coventry University Students' Union

Job Description

Job Title:	Activities Manager (London)
Grade:	Grade 6
Location:	Campuses in London (main base Liverpool Street but expected to travel to all London locations)
Department:	Activities
Responsible to:	Head of Experience and Belonging

Purpose

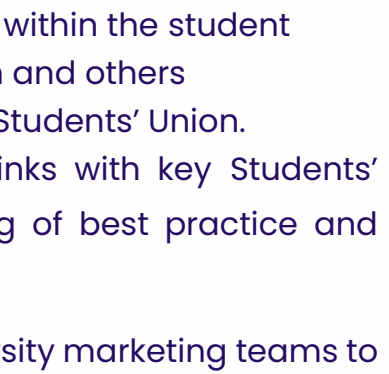
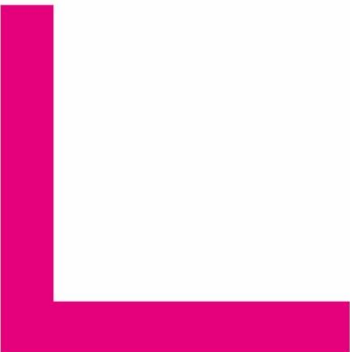
Under the direction of the Head of Experience and Belonging to independently manage operations at the students' union's sites in London, ensuring Your SU's Membership Services are delivered across the region.

To provide support to local Student Officers, Student Representatives, and members with a variety of activities and training.

To promote general Students' Union services, and engage students in Students' Union related events, activities, campaigns, and projects.

Main Duties and Responsibilities

1. To enhance the student experience through supporting students and Students' Union elected representatives to deliver positive change.
2. To become an expert in the academic units in London and to tailor the approach to meet the needs of both students and stakeholders.
3. To create, lead and deliver a programme of extra-curricular services and engagement activities that are unique to the students in that academic unit
4. To inspire and facilitate student led activity. To gain feedback and student input on the programmes of activity and to tailor where appropriate to academic unit or student demographic
5. To make sure that all non- academic activity is planned following the event's process, it is on budget, activity is added to the SU calendar and engagement is tracked for union wide KPIs
6. Assist in the management of student staff and student leaders Ensuring they complete their allocated hours and are paid on time.
7. To work collaboratively with SU London colleagues to establish a regular delivery of membership services at all sites. This includes physical presence, increasing awareness and visibility and addressing London specific trends and issues.
8. To deliver local student elections, and ongoing induction and support, for elected members in line with the Students' Union's standards.
9. To champion and support students and the Students' Union's engagement in quality assurance and enhance activity within the University, including Equity, Diversity and inclusion.
10. To develop and maintain working relationships with university staff, departments, faculties and halls to the betterment of the student experience.

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11. To establish and maintain professional networks within the student movement and wider sector to support your own and others professional development and the profile of the Students' Union.
 12. To develop and maintain strong operational links with key Students' Union departments and staff to ensure sharing of best practice and resources.
 13. To liaise with the Students' Union's and the University marketing teams to ensure all communications are relevant to specific London locations.
 14. To contribute to the creation and delivery of a communications plan that promotes the difference SU functions. This should include a This variety of methods including but not limited to updating relevant webpages, posting on social media or Aula.
 15. To contribute and provide reports on London activities to Students' Union and University committees where required.
 16. To oversee all local sales of clothing, merchandise, and tickets. To ensure all cash and card payment control processes are handled effectively, including cash handling, receipt and recording of monies daily, banking, reconciliation, cash collection/delivery arrangements.
 17. Monitor budgets, liaising closely with the line manager to ensure that Students' Union's financial controls are adhered to.
 18. To facilitate the safe delivery of all operations by ensuring activity operates within Health and Safety frameworks.
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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 Your Students' 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 Your Students' 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.
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 Manager London

All applicants must have eligibility to work in the UK.

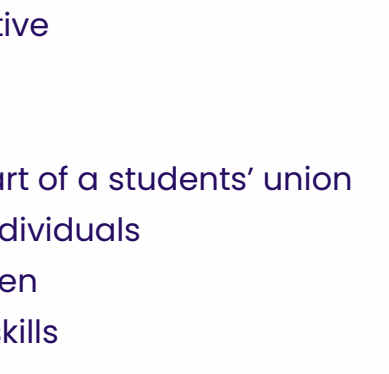
Shortlisting criteria and required experience:

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 and / or CV.

1. Experience of working in Youth Work/Higher Education and/or Students' Unions enabling participation of students – Essential
2. Ability to coordinate a number of projects and handling competing priorities – Essential
3. Ability to analyse, interpret and report factual data and information – Essential
4. Experience of planning and delivering events – Essential
5. Understanding and experience of relationship building with stakeholders and building partnerships in a complex organisation – Desirable
6. An understanding of a diverse range of students' needs in a HE environment, including Widening Participation and/or international background and have the ability to facilitate their participation – Desirable
7. Experience of supporting and empowering student leaders to make positive change – Desirable
8. Educated to 'A' level standard (or equivalent) to demonstrate proven numeracy / literacy / IT skills – Essential

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.

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- Ability to work with autonomy and use own initiative
 - Ability to problem solve and critically think
 - Flexible approach with a can-do attitude
 - Comfortable working in an emergent/satellite part of a students' union
 - The ability to get along with a diverse range of individuals
 - Excellent communication skills – verbal and written
 - Excellent interpersonal skills and organisational skills
 - A high degree of commitment to excellent customer care
 - Ability to work well in a team
 - Work on your own initiative without close supervision on routine processes
 - Good understanding and awareness of equal opportunity and diversity
 - Flexible approach to working hours

All staff are expected to comply with all Your Students' Union's policies and procedures.

