



Coventry University Students' Union

Job Description

Job Title:	Activities Programme Lead
Grade:	Grade 6
Department:	Student Experience
Location:	Coventry
Responsible to:	Head of Student Experience and Belonging
Responsible for:	Occasional Student Staff

Purpose


To increase student engagement in non-academic experiences including activities, events, inter-mural and non-competitive sport with a focus on enhancing the student experience across the CU Group.

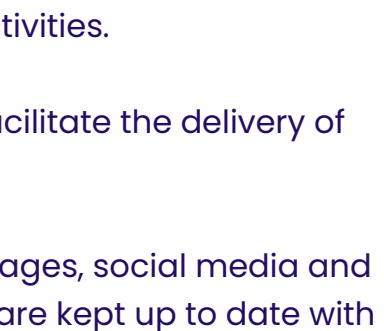
To act as a significant point of contact between Coventry University Students' Union, Coventry University staff and students, supporting the development and promotion of activities, events, and experiences.

To empower student leaders and elected officers in developing events, activities and initiatives that bring about fun friend making relationships that foster a sense of belonging.




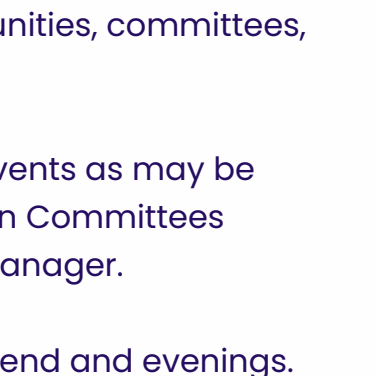
Main Duties and Responsibilities

1. Develop, grow and deliver an inter-mural sports programme designed around the demographic of the students in that location or academic unit.
 2. Design, develop and promote a programme of activity that students can partake in to build regular interactions with the Students' Union.
 3. To be responsible for location specific Welcome activity being delivered across the Group.
 4. To lead the Your SU Awards season ensuring that all awards ceremonies are delivered safely on time and on budget.
 5. Support elected officers in planning and delivery of activities and events helping them to achieve their manifesto's.
 6. Support student groups in planning and delivering safe large-scale events on campus. This may include physical set up and take down of equipment and resources.
 7. Ensure all activities and events are designed with consideration of equality, diversity and inclusivity.
 8. Ensure all activities, events and sporting opportunities follow the relevant processes and procedures to ensure they are delivered safely, and engagement is tracked.
 9. Work with the communications and marketing department to ensure the activity planned is promoted to the target audience in a relevant and timely manner.
 10. To obtain student feedback and evaluate the effectiveness of delivered activity, identifying opportunities for development or adjustment.
 11. Track and monitor engagement, explore ways of improving student engagement and reach.
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12. Provide regular reports on student experience activities.
 13. Work with student staff to help coordinate and facilitate the delivery of activities.
 14. Ensure Coventry University Students' Union webpages, social media and other methods of communication with students are kept up to date with opportunities and activities.
 15. Liaise with the relevant university staff to ensure the health and safety of staff and students, and risk assessments are maintained.
 16. Maintain and develop positive working relationships with key internal and external stakeholders including University professional services, venues and other teams within the SU.
 17. To be responsible for ensuring all activity is planned and delivered within budget.
 18. To lead in good practice of front-line student experience throughout the sector and implement where appropriate.
 19. To be responsible for relevant organisational KPIs.

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.
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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.
 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 Programme Lead

All applicants must have eligibility to work in the UK

Shortlisting criteria and required experience:

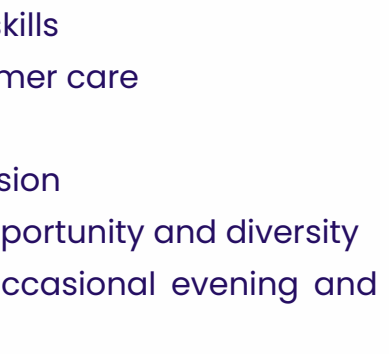
This is the list of criteria that shortlisting for interview will be based on, please ensure that you demonstrate your skill / experience in these areas in your application questions and / or CV.

1. Educated to degree level standard or demonstrable relevant work-based experience – Essential
2. Experience of planning and delivering activities, events or sporting opportunities– Essential
3. Experience of developing and improving engagement with hard-to-reach audiences – Desirable
4. Experience of developing and implementing student engagement related projects and initiatives– Desirable
5. Excellent communication skills – verbal and written – Essential
6. Experience of budget management – Essential
7. Experience of updating webpages / use of social media – Essential
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.

- Attention to detail
- A positive and outgoing approach with a can-do attitude who is solution focused
- Willingness to actively engage with a diverse audience of students

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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
 - Work on your own initiative without close supervision
 - Good understanding and awareness of equal opportunity and diversity
 - Flexible approach to working hours including occasional evening and weekend

All staff are expected to comply with all of Coventry University Students' Union policies and procedures.

