



## Coventry University Students' Union

### Job Description

<b>Job Title:</b>	Activities Coordinator
<b>Grade:</b>	Grade 5
<b>Department:</b>	Activities
<b>Location:</b>	Coventry
<b>Responsible to:</b>	Activities Assistant Manager

### Purpose

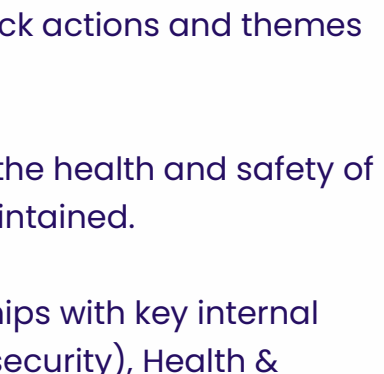
To increase student engagement in non-academic experiences including societies, communities, events, campaigns, and activities with a focus on enhancing the student experience.

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.

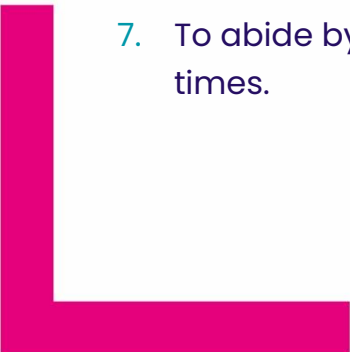
To empower student leaders and elected officers in developing events, campaigns and initiatives that bring about meaningful change and tackle challenging issues.

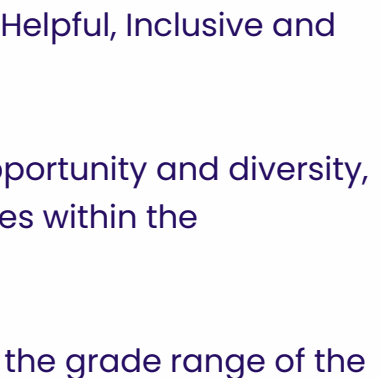
## Main Duties and Responsibilities

1. Coordinate, administer and act as first point of contact for Coventry University Students' Union:
  - Societies
  - Communities
  - Community, friend-making and network building activity
  - Campaign based activity
2. Develop, grow and promote the Students' Union societies and communities with an emphasis on equality, diversity and inclusivity.
3. Work with student leaders to deliver key campaigns and activities relevant to the communities such as Black History Month, LGBT History Month, Disability History Month. (this list is not exhaustive).
4. Develop and deliver training to student leaders of both communities and societies developing leadership and campaigning skills.
5. To obtain student feedback and evaluate the effectiveness of delivered activity, identifying opportunities for development or adjustment.
6. Track and monitor engagement, explore ways of improving student engagement and reach.
7. Provide regular reports on student experience activities.
8. Recruitment, training and mentorship of student leaders.
9. To coordinate and facilitate the delivery of student led activities.
10. Build relationships with academic and external stakeholders to grow academic societies in Coventry
11. Ensure Coventry University Students' Union webpages, social media and other methods of communication with students are kept up to date with opportunities and activities.

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12. Coordinate student led meetings, record and track actions and themes arising.
  13. Liaise with the relevant university staff to ensure the health and safety of staff and students, and risk assessments are maintained.
  14. Maintain and develop positive working relationships with key internal and external stakeholders including Protection (security), Health & Safety, Timetabling, Estates, Venues and other teams within the SU.
  15. Work with SU colleagues across the CU group on University-wide events, activities and campaigns

### **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.
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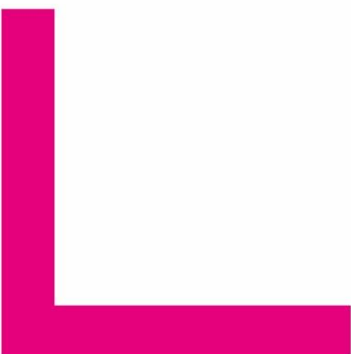
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8. To be committed to the Union's values by being Helpful, Inclusive and Ethical.
  9. To demonstrate a commitment to equality of opportunity and diversity, together with an understanding of how it operates within the responsibilities of the post.
  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 Coordinator

All applicants must have eligibility to work in the UK.

### Shortlisting criteria and required experience:

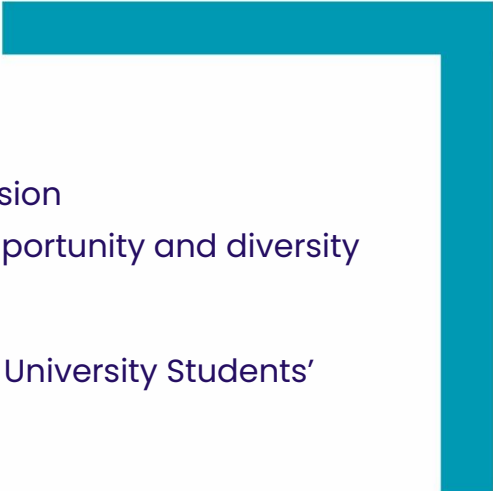
This is the list of criteria that shortlisting for interview will be based on; please ensure that you demonstrate your skill / experience in these areas in your application questions.

1. Educated to degree level standard or demonstrable relevant work-based experience – Essential
2. Experience of supporting or growing membership within student groups, societies and/or communities – Essential
3. Experience of developing and improving engagement with hard-to-reach audiences – Desirable
4. Campaigning or Activism Experience, with evidence of influencing change – Desirable
5. Excellent communication skills – verbal and written – Essential
6. Experience of developing effective presentations or training – 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
- Willingness to actively engage with a diverse audience of students
- Excellent interpersonal skills and organisational skills
- A high degree of commitment to excellent customer care

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- 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

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

