



**solent
students'
union**

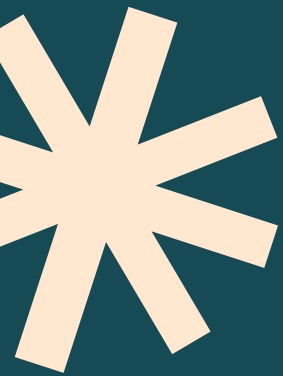
Activities and Events Coordinator

recruitment pack



@solentsu





welcome

welcome

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Dear Candidate,

We are currently going through an exciting period of change. We have a new Chief Executive, and a restructured team, all while heading into a new strategic year, so there are plenty of opportunities to make your mark on the future of Solent Students' Union!

Working in a Students' Union is a unique experience - one where you will be able to help champion students to not only shape their own future, but also lead the way for new students for years to come.

And that's where you come in! By downloading this pack you've taken the first steps towards joining a passionate and exhilarating team devoted towards making change happen. We are looking for someone who has a genuine passion for empowering and engaging our students. You do not have to have a background in Students' Unions or education, but we'd love to find people who share a commitment to our values and behaviours and can communicate with and support our diverse communities.

We offer a flexible, supportive, and collaborative working environment and have a huge appetite for innovation and new ideas.

Our team is diverse in a wide variety of demographics; we know we can do better and are consistently trying to be more diverse and inclusive, but we never want anyone to miss out on the opportunity to apply for what could be their perfect job. We are aware that imposter syndrome is very real when applying for new jobs. It is a feeling that you may not be worthy of applying for a role, or that you don't think your achievements are as commendable. This then holds someone back from applying for a position - and we do not want this to be the case! You are more than welcome to reach out for an informal chat or to ask any questions by emailing Hannah at hannah.piatkiewicz@solent.ac.uk.

If this sounds good to you then please continue reading through this document. The rest of this application pack covers about Solent Students' Union and Southampton Solent University, our values, the job description, as well as details about how to apply.

We really hope you'll want to join us in shaping an excellent experience for all students at Solent University, so if you are interested in applying for the position - do it! We look forward to receiving your application!

Best wishes,



Hannah Piatkiewicz
Membership Manager

About Solent Students' Union

Solent Students' Union is proud to say we are run by students, for students. We are here to help all Southampton Solent students have the best possible time while at university.

We are here to improve students' education, make campus life fun, look after their wellbeing, make them more employable for after university, and ultimately empower them to change the world around them.

Our students are at the heart of everything we do and our two Sabbatical Officers, who are elected annually, represent the voice for over 6500 students at Southampton Solent University. They are the face of the Union, with a reliable and innovative team working behind the scenes to support them during their time in office, as well as the wider SU.

Although we are a small team, don't let that fool you. The work we do is BIG – from hosting large scale events to working with leading organisations in the area to solve issues that impact our students. We are full of outstanding staff, volunteers, elected officers and trustees, who hold specialist skills and experiences that help our students to grow and flourish during their time with us.

We also offer a wide range of opportunities, services, and support to help students get the most out of their time at university, such as our in-house and invaluable Academic Advice Service (which is completely free and independent from the university), events, volunteering, societies, the SU Exchange, course and school reps, vehicle hire and much more!

To be current and up-to-date, Solent SU needs to be constantly listening, learning, evolving and being accountable. Equality, diversity, and inclusivity, as well as sustainability, are extremely important to us and will be the driving force behind our strategic planning.

We are also a registered charity, which means that any money we generate from our SU shop, advertisements or events is reinvested straight back into our Students' Union to improve the student journey.



our values:

INCLUSIVE

We want you to feel valued and that you belong.

PASSIONATE

We care deeply about people, our community and what we do.

PROGRESSIVE

We build on strengths, encourage new ideas and challenge boundaries of thinking

TRUST

We trust and establish trust by being open, honest and responsible in everything we do

BALANCE

We embrace a balanced life which leads to good health and greater chances of success



About Southampton Solent University

Southampton Solent University is all about creating opportunities: for its students, for its staff, for its partners. It offers expertise and experiences you couldn't get anywhere else, opening doors and making connections.

Offering a range of 140 different courses to almost 6500 students, including undergraduate, postgraduate and apprenticeships, there is something for everyone at Southampton Solent University.

More than anything else, they are staying focused on their key purpose – developing grounded and enterprising students who, whatever their background, leave the university with the skills and confidence employers are looking for.

While we work closely with departments from all across the university, we are a separate organisation. This is important for several reasons, but mainly it means that if students have an academic problem while studying, they can come and talk to us, the Students' Union. They can do this in the confidence that we can take up the issue with the university and help to resolve it.

job description

Activities and Events Coordinator

Thank you for your interest in the role of Activities and Events Coordinator at Solent Students' Union. We support and represent over 6,500 students at our city-centre location in Southampton and campuses in the surrounding areas, helping our members to have an amazing experience during their time with us.

As Activities and Events Coordinator, you will be responsible for delivering an exciting and innovative programme of activities and engagement with our active student groups as well as contributing to the significant growth of strong student communities at Solent Students' Union. The role will be vital to providing students with the support, skills and experience that is needed to transform our student groups. We are looking for an individual who has the passion to develop strong student communities, who possesses exceptional people skills and are passionate about working with and developing volunteers.

Student Activities and Events are one of the defining features of university life. They offer a range of opportunities to students: to meet and socialise with people of similar interests; to develop personal interests and learn new ones; and develop skills and practical experience in organising events and activities, leading others, and managing finances.

The successful individual will possess experience and enthusiasm to work within a fast paced, dynamic and exciting organisation and understands what a vibrant and exciting student experience is for Solent students. The Activities and Events Coordinator will have an excellent knowledge of current themes and issues within Higher Education, in particular relation to student opportunities and has the passion to support, coach and mentor students to ensure they achieve success.

The benefit to students is immense. Our students cite their involvement in societies as a reason for not just enjoying their time at university but even for continuing with studies, while those who take part in society committees have developed new skills and confidence.

Working Hours: 35 per week, on a flexible basis

Salary: £23,000 per year

Reporting to: Head of Membership Services

Direct reports: None

main duties & responsibilities

Provision of a vibrant Activities and Events programme

- To directly support student-led groups to increase their engagement and impact by providing guidance, training, resources, support, and specialist knowledge.
 - Contribute to the effective management of volunteers through designing, developing and delivering effective recruitment, induction, training, support, and reward & recognition approaches.
 - Coordinate and deliver initiatives to improve engagement from under-represented students in student groups, volunteering and events.
 - Contribute to the development of employability skills and opportunities for student leaders and volunteers.
 - Lead on the management and delivery of specific initiatives as part of supporting the delivery of departmental projects and goals, including but not limited to Give it a Go, Varsity, and Freshers' Week.
 - Contribute to the design, development and delivery of an effective extra- and co-curricular events programme, focused on removing barriers to participation.
 - Responsibility for delivering activities within agreed budgets and ensuring funds are effectively managed.
 - Responsibility for the Union's minibuss and associated procedures.
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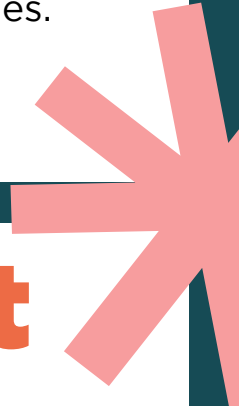
Membership and Activities development

- Collaborative development and delivery of a comprehensive training programme and resources to ensure student leaders and volunteers have the skills, abilities, and knowledge to deliver their roles.
- Contribute to the Membership Team department's strategic planning by putting forward evidencebased ideas for improvements to the systems that support student activities.
- Developing and maintaining departmental processes that are functional, efficient, and are providing high quality support to student-led group and activities.

general tasks & responsibilities

- Actively engage in student-facing projects and activities of all kinds as required.
- Be an enthusiastic advocate for student leadership and the organisation's values.
- Maintain own professional networks and promote the Union on a local and national level.
- To remain up to date with the Solent Students' Union's policies and procedures and identify and undertake relevant training, where resources allow.
- To attend appropriate internal and external meetings, as directed by your line manager.
- To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.
- To carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account the Union's commitment to environmentally sustainable ways of working.
- To work always according to the organisation's core aims and values.
- To support with large Union-wide events as required.

purpose of the post



Ensuring student leaders and other members have the resources and support they need to run inclusive, engaging groups and activities.

Removing barriers to participation and promote the creation, development and support of student cocurricular communities and a sense of belonging.

Delivery of diverse activities and events which encourage greater engagement and participation with the students' union.

person specification

Criteria	Requirement	Tested
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QUALIFICATIONS

Educated to Higher/A level, or possess equivalent experience	Essential	Application
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EXPERIENCE

Personal experience of the higher education sector	Desirable	Application
Significant experience leading, running or being involved in community or co-curricular activities - preferably in a university setting	Essential	Application, Interview
Experience using databases	Essential	Application
Experience using IT systems	Essential	Application
Experience working with or managing volunteers	Essential	Application, Interview
Experience training students or staff	Essential	Application, Interview
Experience of project management	Essential	Application, Interview
Previous experience in a democratically led organisation	Essential	Application, Interview

KNOWLEDGE

Good understanding of current issues and themes in Higher Education and Students' Unions	Essential	Interview
Excellent working knowledge of key themes and issues in student opportunities within the university context	Essential	Application
Good understanding of best practice in volunteer management	Essential	Interview
Good understanding of Health and Safety legislation	Desirable	Application
Good understanding of planning and delivering events	Desirable	Application

ATTRIBUTES/SKILLS

Able to understand working with a complex external organisation (university)	Essential	Interview
Excellent communication skills verbal and written	Essential	Application
Ability to quickly build relationships with others	Essential	Application, Interview
Proficient in e-communication	Essential	Application
Able to develop and manipulate databases and other data management programmes	Desirable	Application
Excellent planning, organisational and administrative skills – with a particular focus on attention to detail	Essential	Application
Self-motivated and self-reliant	Essential	Application
IT competent with a working understanding of Microsoft Office	Essential	Application
Good knowledge of financial planning and budgetary management	Essential	Application, Interview

VALUES AND ETHICS

Desire to work within a democratic student led environment	Essential	Application
Understanding and commitment to equal opportunities	Essential	Application
Desire to work within organisation servicing a culturally diverse membership	Essential	Application
Demonstrably high standards of personal integrity	Essential	Interview



application info

Application deadline

Tuesday 11th November

Interview date

TBC

apply!

To apply please send your CV and covering letter to su.recruitment@solent.ac.uk

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