

# SOCIETIES DEVELOPMENT COORDINATOR

**JOB DESCRIPTION**

**Accountable to:** Student Activities Manager

**Responsible for:** Societies Volunteers (1000+), Media Group Volunteers (50+), Student Staff (2)

**Hours:** 37 hours per week

**Location:** Central London

**Salary:** £25 532.66

**Last Reviewed:** 21 April 2016

## JOB PURPOSE

1. Coordinate Societies and the Media Group at LSE
2. Contribute to the Student Activities strategic and operational planning
3. Responsible for 2 Student Staff, Societies Volunteers, Media Group volunteers (500+), and operational support for the Activities & Development Officer

## KEY RESPONSIBILITIES

1. **Coordinate Societies and the Media Group at LSE**

* Responsible for maintaining and populating data systems associated with Societies and the Media Group
* Responsible for Student Activities Assembly meetings, events, and activities –

Including strategic direction and maintaining records

* Responsible for budget application, budget & finance planning & allocation, and risk assessment for Societies and the Media Group (nearly £1/2 million total)
* Responsible for day to day spending of Societies and the Media Group including liaising between the Finance Team and Societies/ Media Group on specific issues (nearly £1/2 million total)
* Responsible for fundraising and sponsorship of societies and media group (£1/4 million total) including coordinating Annual Fund for Societies/ Media Group
* Responsible for development of societies through training and other opportunities including STARS Awards and Events
* Coordinate and improve administrative systems including room bookings, travel, finance, and facilities hire for Societies/Media Group
* Coordinate the promotion of Societies and the Media Group
* Coordinate the set-up of all new Societies and the Media Group
* Coordinate elections for Societies and the Media Group volunteer positions and attend committee meetings where required
* Liaise with internal colleagues to share/seek information in relation to Societies, and the Media Group
* Liaise with University staff and other relevant external parties to share/seek information in relation to Societies and the Media Group

## Contribute to the Student Activities Departments strategic and operational planning

* Provide information relating to Societies and the Media Group for key reports and meetings as required by the Student Activities Manager
* Contribute to the Student Activities Departments strategic planning by putting forward evidence based ideas for improvements to societies and the Media Group and related activities.
* Contribute to the Student Activities Departments operational plan by planning the tasks and events relating to Societies, Media Group and other Society related activities

## Responsible for Student Staff, Societies Volunteers, Media Group volunteers, and operational support for the Activities & Development Officer

* Responsible for recruiting, training and line managing 2 Student Staff to support the development of societies
* Responsible for supporting Society and Media Group volunteers
* Responsible for providing volunteers with up to date guidance and training on systems and processes relating to Societies/ Media Group and the Student Activities Assembly
* Responsible for developing, problem solving, innovating and advising Society/ Media Group volunteers on matters including increasing membership, increasing funding, increasing activity, dealing with issues and challenges, and dealing with their membership
* Responsible for developing, problem solving, innovating and advising Society/ Media Group volunteers on specific events or projects
* Responsible for a key, day to day supporting function with the Activities & Development Officer on matters relating to Societies, the Media Group and other Society related activities

**GENERAL DUTIES**

In addition, all staff have the following general duties laid out in their job descriptions:

* To deliver and develop targets outlined in the Union’s strategic plan.
* To contribute and assist in the Union’s planning processes and the review of its performance and systems.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.
* A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff
* Any other tasks that would be deemed suitable within this role as directed by line manager

# JOB SPECIFICATION

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| **CRITERIA** | **Application** | **Interview**  **& Task** |
| **EXPERIENCE** |  |  |
| Supporting volunteers or elected individuals to help them achieve their goals and ambitions |  |  |
| Experience of budget and datatbase management |  |  |
| Experience of event co-ordination |  |  |
| Learning from mistakes |  |  |
| **KNOWLEDGE** |  |  |
| An understanding of the role Societies play in the student experience in Students’ Union, at Universities and in the HE sector |  |  |
| Current understanding of best practice in Health and Safety procedures and policies relating to student activities |  |  |
| **ATTRIBUTES AND SKILLS** |  |  |
| Experience communicating effectively with a range of diverse audiences, both verbally and in writing |  |  |
| Excellent Customer Service Skills |  |  |
| The ability to work effectively in a team |  |  |
| The ability to create and maintain strong working relationships, particularly with student volunteers |  |  |
| Self-motivation and self-reliance |  |  |
| **VALUES AND ETHICS** |  |  |
| Understanding and commitment to equal opportunities |  |  |
| Desire to work within organisation servicing a culturally diverse membership |  |  |
| Demonstrably high standards of personal integrity |  |  |