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**JOB DESCRIPTION**

**STUDENT ACTIVITIES COORDINATOR**

**Accountable to:** Student Activities Manager

**Responsible for:** Student activities volunteers (1500+) and 4 student staff

**Hours:** 37 hours per week

**Location:**

London School of Economics and Political Science Students' Union, Saw Swee Hock Student Centre, 1 Sheffield Street, London WC2A 2AP

**JOB PURPOSE**

1. Coordinate day to day management of administrative systems related to Sports Clubs, the Athletic Union, Societies, and the Media Group
2. Contribute to the Student Activities Department’s strategic and operational planning
3. Responsible for the recruitment, training and management of student staff in order to provide excellent customer service and improve the student experience for all student activities volunteers

**KEY RESPONSIBILITIES**

1. **Coordinate day to day management of administrative systems related to Societies, Sports Clubs, the Athletic Union, RAG and the Media Group**
* Responsible for the day to day operation of Student Activities data systems
* Responsible for the day to day operation of Student Activities finance systems including processing payments, invoices, DBS reports
* Coordinate annual registration process ensuring volunteers are able to book rooms, use photocopiers, and use the membership system
* Primary day-to-day operational liaison between the Student Activities team and the Finance team
* Coordinate specific aspects of Department-wide projects such as Annual Fund applications
* Coordinate use of SU spaces including gyms and rehearsal spaces
* Maintain records of all forms and risk assessments relating to Sports Clubs, Societies, the AU and the Media Group
* Contribute to web content, publications and information materials as required
* Liaise with University staff and other relevant external parties to share/seek information in relation to student activities
1. **Contribute to the Student Activities Department’s strategic and operational planning**
* Provide information relating to student activity membership and finance data, and to specific projects, for key reports and meetings as required by the Student Activities Manager
* Contribute to the Student Activities Department’s strategic planning by putting forward evidence based ideas for improvements to the administrative, customer service and finance systems that support student activities
* Contribute to the Student Activities Department’s operational planning by planning the tasks and events relating to the administration of student activities, and to specific projects within the Department
1. **Responsible for the recruitment, training and management of student staff in order to provide excellent customer service and improve the student experience for all student activities volunteers**
* Recruit, train and manage a team of part-time student staff to be the first point of contact for queries within the ARC
* Work across teams in the SU to ensure delivery of an excellent student experience for student activities volunteers
* Contribute to planning and delivery of training of student activities volunteers
* Ensure that student activities volunteers have guidance on administrative processes
* Responsible for advising student activities volunteers on administrative matters including financial procedures and data and membership systems
* Operational support for the Student Activities Manager, and elected officers on specific projects within the Department

**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. Fresher’s 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