

ACTIVITIES & DEVELOPMENT OFFICER



Being an officer in the SU provides you with a portfolio of transferable skills that are highly valued by employers. It allows you to make improvements within LSE and join national campaigns.

What will you influence and achieve?

The Activities & Development Officer is responsible for leading the development of sports clubs, societies, student media, volunteering programmes and student events & exhibitions. Bringing the fun! They champion extracurricular activity, liaising with students involved in activities ensuring that they have a voice and representation within the SU and the University.

As Activities and Development Officer, you would be one of the Students' Union four Sabbatical Officers responsible for representing students at LSE and helping to initiate change within the University. The Sabbatical Officers head up the Union, acting as Trustees of the organisation and taking a lead on major campaigns, strategic developments, projects and events. You will act as an advocate of the Students' Union, supporting involved students, protecting student welfare, promoting student activities, and working to improve the student experience.

In addition to role specific responsibilities, Sabbatical Officers decide collectively who will lead on certain other projects and areas; i.e. – ethical & environmental work, sexual health awareness campaigns, work with Halls of Residence, Freshers' activities, SU Bars & online shop, inclusion.

Time Commitment:

If elected, you will hold the post from the start of July 2013 to the end of June 2014. Before this date, it is likely that you will work with current officers on some projects and you will be required to go through a period of 'handover'.

You will be expected to work at least 37 hours a week including our core office hours of 10am – 4pm. There are a number of occasions when you will be required to work outside of these hours; meeting students, attending events or conferences. You will be entitled to take 25 days annual leave as well as bank holidays throughout the year.

Who can nominate themselves for this position?

Any member of the LSESU (any student). No previous experience is required, but lots of enthusiasm and a willingness to learn are essential!

Due to the Trustee aspect of this opportunity and the nature of that role, you cannot have been convicted of an offence involving deception or dishonesty (unless the conviction is spent) and you cannot have a history of bankruptcy.

What will you be doing?

As Activities and Development Officer you will liaise regularly with relevant University staff, working to raise the profile and support of student activities at LSE. You will encourage and support students to set up new groups, projects and events, and develop the Union's work on investing in Volunteers. Maintain relationships with relevant external organisations, extending the opportunities on offer to LSE students. Be involved with organising events such as Varsity, Sports & Societies Ball, Tours and trips.

How you will do it

- Spend a lot of time talking to students
- Work closely with the other elected officers
- Work closely with LSESU staff to implement your priorities
- Work with officials from within the school and external organisations
- Develop & sustain a good working relationship with University staff
- Lead relevant campaigns
- Attend Student Executive Meetings & other relevant SU meetings
- Attend relevant University meetings

Training and Support

- SU Staff & Sabbatical Officers will support you in your role and you will also receive:
- Training just before Easter, and more during the Summer
- Additional project specific and optional training sessions like 'How to Chair a Meeting', 'Negotiation Skills', 'Presentation Skills'

Useful previous experience & attributes

- Be a student
- Enthusiastic about changes at LSE
- Passionate about making LSE better
- Experience of leading a group
- Good communication, organisation and delegation skills

Benefits:

- Looks great on your CV!
- Develop your communication, organisation and leadership skills
- Knowledge of the SU and LSE
- Develop your teamwork experience
- Self-management & time management skills

Who will you be talking to?

- Key University staff about the issues that students care about.
- Students about the latest SU campaigns and your priorities
- SU staff about your projects and campaign issues
- Liaising with officials from external organisations
- Media and press contacts

Where have previous sabbs found jobs?

- European Council
- Civil Service (fast track scheme)
- The government (many MPs used to be SU officers)
- Large charities and NGOs
- Graduate schemes
- Within the student movement – an SU, university or NUS

Any questions?

See our FAQs document or email the Democracy Coordinator on l.pedley@lse.ac.uk

This description is only intended as the beginning to help you understand what its like to be a candidate. If you are thinking that something at LSE could improve, that you want to develop your employability, that you have some ideas about a new project or approach that should be implemented, then consider standing!