



University of York Students' Union
Registered in England and Wales.
Charity Number: 1173404 Company Number: 10688097
Registered Office: The Student Centre, James College,
Newton Way, Heslington, York, YO10 5DD

E: enquiries@yusu.org
T: 01904 32 3724
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JOB DESCRIPTION

Job Title: Activities Development Coordinator

Reporting to: Opportunities Manager

Place of Work: The Student Centre / Home working

Hours of Work: 35 hours per week. Flexible working available

Job Overview

Working within the Communications and Activities Directorate and alongside a team of elected student officers this post will provide development to the University of York Societies and Media Groups, as well as provide operational support to wider organisational projects and events. The post holder will provide administrative, advisory and development support to student committees. At YUSU, we want to foster a sense of ownership, and build self-sufficiency and an enterprising spirit within our very active student groups, the post holder will be responsible for developing this through coordinating a student leader training programme. This role will also be responsible for the relationships our award winning student media has with the institution.

To understand our impact and make sure our Student Opportunities offer is evolving as quickly as our students, we must develop data capture systems, conduct research with, analyse trends and adapt, the post holder will make recommendations to the Opportunities Manager on findings, becoming an expert in student groups at York. The role sits within a wider Communications and Activities Directorate and will work with the team to develop student activities and opportunities provision across Societies and Media Groups, developing high quality training and ensuring the continued growth of our activities. As a member of the YUSU staff team, the post holder will contribute to and support the delivery of our strategy and operating plans.

Key Responsibilities

Operational Management

- To lead on the development of Society and Media Groups, including committees and representatives, providing a conduit for delivery into student groups.



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- To lead on the development and implementation of the Student Leader training programme for all student groups at York that supports them to be effective groups but also develops employment skills.
- To lead on the allocation of University storage, office space and room bookings for all student groups, ensuring fairness and equity across all departments.
- To be responsible for the research and development of societies and student media opportunities at York.
- To provide expert advice and guidance to the Opportunities Manager on issues and opportunities relating to societies and student media including local needs and national trends; suggesting solutions or avenues of exploration.
- To establish and maintain positive working relationships with key university staff including but not exhaustive of, facilities management teams, careers and alumni departments.
- To liaise with liberation groups to identify issues facing students in societies and student media; and to support Society committees in resolving these issues.
- To help develop and support a wide breadth of society and student media events; this includes collective responsibility for signing off these events.
- To work under own initiative to develop and build new programmes and opportunities that will increase engagement and participation across societies, student media and YUSU as well as ensuring an ongoing benefit to participation for students.
- To create processes for society and media groups to fundraise and foster entrepreneurship.
- To take the lead where appropriate, in supporting new and existing Society and Media Groups with a view to make them more accessible, to meet demand from students and enhance the quality of experience for York students.
- To build strong working relationship with the Students' Union Media Groups, reviewing current practices and supporting their project developments.
- To work with the media lawyer to ensure that high journalistic standards are met and that Editors have a clear understanding of their role and responsibility.
- To support the Activities Officer in delivery of their manifesto and the officer team's vision for the development and delivery of student opportunities
- To support the Unions members on a day to day basis to participate in and benefit from student societies and student media and participation opportunities.

Finance

- Day to day management of societies and media group budgets
- To ensure societies set realistic and appropriate budgets, ensuring the cost effectiveness of events and the financial stability of the groups.
- To be a joint signatory on society and media group discretionary funds in line with pre agreed budget.

Staffing

- Day to day supervision and objective setting for the work of the Activities Assistant.



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Key Tasks

- To respond promptly to face to face, email and telephone enquiries from students wanting to get involved in any aspect of student opportunities with a specific focus on society and media groups and to resolve any issues that might develop.
- To develop, maintain and manage a student leader training programme that equips students with the tools, knowledge and skills to undertake their roles at YUSU.
- To provide operational support to student groups which may include storage and office space allocation and planning.
- Communicating regularly with full and part time officers and committees helping them to develop their project issues and aims.
- Provide a range of administrative support to society and media groups which may include room bookings, event support and financial planning.
- To review and update all policies and procedures that relate to society and media groups
- To support major events within YUSU relating to student opportunities and societies including Fresher's Fair and the Love York awards
- To develop, maintain and manage various databases relating to student activities ensuring information is up to date, secure and managed in line with data protection guidelines.
- To build relationships with relevant University staff and facilitate collaborations/ connections across these areas.
- To review and develop the grant allocation process in conjunction with the Student Activities Officer and Opportunities Manager for all society and media groups and to liaise with YUSU Finance Office to ensure the healthy and proper management of group accounts
- Support society and media groups with the organisation of their annual general meetings, development of constitutions and all other democratic processes.
- To support the Student Activities Officer in delivering development initiatives to all Societies and Media Groups.
- To promote the benefits and successes of YUSU's societies and media Groups both internally and externally.
- Attend Societies Committee and Media Committee meetings and take the minutes, as required.
- To attend meetings, training courses and conferences deemed appropriate to the position.
- Lead on the induction and training of all society and media group committees – evaluate past year and set goals for term ahead.

General Notes

- The principle role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job.



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- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' Fair, Student Balls and any other key events, including elections if necessary.
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- To uphold YUSU's environmental and sustainability aims, ensuring good practice is met.
- To abide by YUSU's constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.

Person Specification

Requirements	Essential	Desirable
Qualifications		
University/College degree or equivalent professional experience	*	
Qualification/experience in delivering training		*
Experience		
Experience of working with societies and/or student media groups		*
Experience of working as part of team	*	
Experience of developing people and groups	*	
Experience of working in a membership led or democratic organisation		*
Experience of communicating with a diverse range of people, both individuals and groups	*	
Previous involvement in project planning and management		*
Skills		
General IT skills including a working knowledge of G Suite	*	



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Excellent interpersonal skills - able to communicate through a variety of methods	*	
Strong time management skills – able to meet deadlines and cope with varying workloads	*	
Ability to work well under pressure, to be flexible and adapt to changes in priorities		*
Possess a positive attitude to work and ability to organise own workload	*	
Able to work under own initiative and be creative		*
Commitment to the delivery of high standards of customer service	*	

Date Updated: December 2022 (AH)