



UNIVERSITY OF EAST LONDON STUDENTS' UNION

JOB PROFILE

Job Description

Job Title:	Societies Coordinator	Reports to:	Deputy CEO (Membership)
Band:	B	Hours:	1 FTE
Salary Range:	£24,500 - £27,000	Salary:	Pending experience
Department:	University of East London Students' Union	Effective Date:	1.8.16
Direct Reports:	None		

Job Purpose

The post-holder will be responsible for supporting and developing activities that appeal to the University's academically and culturally diverse community, whilst developing programmes that inspire and reward students for taking leadership roles. The post holder will endeavour to continually increase the number of students engaging in societies and ensure a culture of participation and personal development.

Principal Accountabilities

1. Develop the Union's societies, ensuring that society officers are supported, new activities are created and accurate membership records are kept
2. Collate statistical data on societies memberships to assess student satisfaction and inform development
3. Provide resources, including room booking and storage facilities, to enable societies to undertake their activities successfully
4. Design systems that enable societies to organise their own activities in a safe and secure manner
5. Monitor society related policies and society members' understanding of and compliance with them.
6. Provide coaching, mentoring and training to society officers
7. Identify individual training needs for student officers and volunteers
8. Develop training programmes to educate society officers and identify external training to promote a culture of personal development
9. Promote the engagement with and the work of students' union societies

10. Coordinate the democratic forums within which society's functions, such as society's assembly.
11. Liaise and negotiate with academic and professional services staff within the University and other relevant external parties to in relation to societies
12. Keep abreast of developments in Government policy relevant to societies and ensure that society members are aware of and compliant with them.
13. Contribute to the Membership department's strategic and operational work by planning associated tasks and events relating to societies.
14. Coordinate research, data analysis and develop reports related to the impact and development of societies.
15. To attend appropriate meetings as and when required by the Union.
16. To abide by UEL Union's Constitution, policies and procedures at all times.
17. To contribute to the positive image of the Union with students, the University and the local community.
18. To undertake other tasks and responsibilities compatible with the level and nature of the post as required by the DCEO (M) from time to time.
19. To carry out the above duties at the Docklands and Stratford campuses and other sites as necessary.

Training and professional development

UEL Union considers regular and ongoing training as essential to job satisfaction and career development. It is expected that the post-holder will be offered the opportunity to participate in training that is relevant to his/her duties and the post-holder will be expected to undertake such training as may be reasonably practicable.

Person Specification

(Education, Training and Work Qualifications Method of Assessment)

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Education	Good general education, typically to the Higher/A level equivalent		Production of appropriate certificate
Knowledge	Understanding of structure of students' unions and how they operate	Knowledge of student activities or charities	Interview
	An excellent understanding of the role Societies play in the student experience		
	Current understanding of best practice in Health and Safety procedures and policies relating to student activities		
	Expertise in budget and database management		
Experience	Proven and demonstrable experience of running events and activities successfully, preferably Students' Union Societies		
	Extensive project management experience and a track record for relationship building		
Abilities	Able to express themselves well orally and in writing. Gets to the heart of the issue. Sensitive to how the message is being received.		
	A willing team player who joins in when		

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
	directed. Understands how to contribute and can be counted on to do their bit.		
	Able to get close to own way whilst still appreciating the needs of others. Overcoming conflict and finding a mutually satisfactory outcome for both parties.		
	Able to build rapport easily with others and to make themselves approachable.		
	Willing to accept goals and works hard to achieve them. Can be relied upon to achieve agreed objectives.		
	Recognises what people need and addresses issues to solve problems for them. A willing listener who is able to demonstrate patience and understanding.		
	Embraces change and is prepared to adapt style or methods as required. Flexible in approach and prepared to muck in where necessary.		