



Recruitment Pack

Student Activities Coordinator

uogsu.com



Our purpose

As a registered charity we have clear aims:

To promote the interests and welfare of our students here at UoG

To be the representative body of our students here at UoG

To provide activities and opportunities for our students here at UoG

Our values

Inclusive

we're an SU for everyone at UoG and we'll champion the rights of those with protected characteristics

Democratic

being led by students is what makes us special and it's incredibly important to us

Sustainable

we know that decisions we take have an effect in the world and want to make decisions that contribute positively

Courageous

we'll take chance and try new things to make your experience at UoG the best it can be

Student focussed

our members will always be at the centre of our decision making

Honest

we'll tell the truth and be open about our priorities with our members and stakeholders

Supportive

we'll have your back and challenge those who make decisions to be as student focussed as we are

Fun

being a part of UoGSU should be transformative but also exciting

What we do

Student Activities

UoG SU offers over 80 sports clubs and societies. We aim to build communities and give opportunities for everyone to get involved in. Our experienced staff team support UoG students to set up and run their clubs and societies, events and volunteering projects. There is always something happening at UoG SU, including tons of events taking place across our SU spaces on each campus. Events range from workshops, training sessions and awards evenings to music, comedy and fundraising nights.

Student Voice

Democratic decision making is integral to UoGSU. Our members elect the people that lead our organisation and represent their voice. We empower a network of over 500 student reps, have 26 paid Student Subject Coordinators, elected Network leads and our 3 elected Full Time Officers. Our advice service enables us to provide support to students with problems they might be experiencing during their time at university, and our experienced team offers information and support for students needing help with academic issues and concerns.

Student Life

We have a range of commercial services which support the student experience and student life. These include our shops on 3 campuses selling a range of accessories, merchandise, gifts, and stationery. We also have 3 student spaces with bars which are used for student groups and SU events. These are inclusive and vibrant spaces for students to study and connect with others, relax over a meal or a drink, or take part in student-led events.



Why work for us?

Annual Leave: Salaried staff at University of Gloucestershire SU get 25 days annual leave, plus 3+ university closure days and bank holidays!

Flexible Working: We have a flexible approach to hours and working from home- talk to us about how we work around your personal life commitments

Discounts: You get a free NUS Totum card and access to UniDays entitling you to discounts at various retail outlets.

And Lots More... Some of our other staff benefits include free sports therapy massages, University library access and Microsoft Office at home.

Over 95% of employees would recommend UoGSU as a place to work

When asked what our staff value about working here they said:



Applying for a position

Student Activities Coordinator

Thank you for your interest in this role at the University of Gloucestershire Students' Union.

Filling in the application form

- We advise you type in the application form and send it to us via email in order to reduce paper usage
- In the section with your further details we advise that you look through the person specification and let us know how you match each point
- We can offer training for someone that excels in some of the areas, or if you can offer other qualities you think would be useful for the role, please indicate this on your application form

Returning your form

You can make your application to the SU via the SU website [here](#). If you have any questions, contact Dan Cox on 01242 714361 or email: dcox1@glos.ac.uk

Important Dates

Closing Date: 30th August 2022 (23:59)
Interview Date: 9th September 2022
Start Date: September/October 2022

Job Details

Job Title: Student Activities Coordinator

Location: Across all of the main University of Gloucestershire sites
with 60% 'home' Campus of Oxstalls, Gloucester

Department: Student Activities

Reports to: Student Activities Manager

Reports: Student staff as required

Salary: £ 21,550

Contract Type: Full Time

Hours: Full time, normally 9am-5pm. Some flexible hours required to meet demands of the Students' Union.

Working Days: Monday - Friday

Benefits: 25 days holiday, contributory pension scheme available.

A welcome from the CEO

Hi there,

Thank you for the interest in the role at University of Gloucestershire Students' Union and for taking the time to read through this job pack.

It's an exciting time to be joining UoGSU. We're a year into our 3 year strategy that focuses on communities, change and education. We've taken up residence in some refreshed spaces on our existing campuses and we're looking ahead towards the opening of a new city centre campus in 2023 where student space will be at the heart of the design.

We're a medium sized students' union which has been established as a charity for over ten years based across Cheltenham and Gloucester. As well as delivering on our core charitable activities we also support this work with a variety of commercial activity which directly benefits our members.

In the year ahead we're expanding the offer we make to students with new services such as our new SU Advice offer as well as spending time solidifying the amazing work we're known for already.

Our people are critical to our mission and to ensure that we deliver for students at the University of Gloucestershire, we're looking forward to welcoming three new people to our team this summer.

I wish you all the best with your application and hope to see you soon.

Take care,



Josh Clare

SU CEO

Job Information

Main purpose of the job

Students' Unions are amazing membership organisations bringing together hundreds of students with shared and varied interests. UoGSU has a large number of student groups – over 25 sports teams and even more interest-based societies.

The Student Activities Coordinator will work as part of a team of full-time staff and student leaders to support clubs, societies and other student groups to access everything they need to have the best co-curricular experience whilst at UoG. The postholder will be a key point of contact for student leaders and other stakeholders ensuring that our diverse student body is supported to highest possible standard.

A key element of the role will be to administer and organise the programme of BUCS fixtures and local league competitions. You will also play a significant role in the delivery of Students' Union events such as committee training, Welcome events, Varsity and celebration events.

Responsible to

Student Activities Manager

Main duties and responsibilities

Support high quality student activities – organisation

- To oversee the arrangement of fixtures and associated administration for UoGSU sports teams who compete in BUCS sport
- To take an active role in facilitating the transport arrangements needed for student sports teams and societies
- To support sports teams with BUCS Play, ensuring information is entered in a timely manner
- To play an active role in sourcing and remunerating officials to deliver student sports fixtures
- To ensure all correct vehicle insurance is in place for those using vehicles for sports and societies purposes and assist in dealing with any claims which may arise
- To support the Student Activities Manager in producing and upholding risk assessments in relations to student activities
- To assist in developing policies and procedures to ensure that health and safety is at the centre of the organisation of all of the Union sports teams and societies
- To assist in the organisation of any Students' Union events led by student groups
- To ensure that a database of all student group members is kept up to date, including data such as medical history and emergency contact numbers
- To ensure accurate records are kept of all coaches and support staff who engage with student groups at UoGSU
- To support elected officials and the Union Finance team to engage with sports and societies budgets
- To support the purchasing of student group equipment which may include specialist kit

- To work with colleagues to develop the events delivered by student groups on campus at UoG

Supporting high quality student activities - development

- To support plans which increase engagement with UoGSU student groups (which may include supporting the development of new groups) paying particular attention to supporting non-traditional learners to access UoGSU
- To assist with the delivery as of training for student volunteers who lead sports clubs, societies and other student groups within UoGSU
- To ensure student leaders in clubs, societies and other student groups are supported to develop positive, inclusive cultures
- To support the development of other, non-BUCS sporting opportunities
- To remain up-to-date and engaged in BUCS sport at a regional and national level to ensure our teams are best placed to succeed
- To support the elected student officials to further their objectives in student sports and activities at UoGSU
- To assist in the development and delivery of skills training for student group leaders at UoGSU
- To attend BUCS meetings as necessary and build positive links with other institution administrators and play active role in university sport in the South West region
- To support student leaders in clubs, societies and other student groups to ensure the online presence of groups is of a good standard and work with colleagues in other areas of UoGSU to improve this
- To support BUCS sporting events as necessary which may involve work at other sites
- To build positive links with University staff particularly within the sports department and the grounds team

Department responsibilities

- To attend and contribute to relevant University committees and groups as required by your line manager and support student leaders in these spaces by delivering briefings
- To support and develop relevant student staff

General duties of all staff

- To understand and uphold the purpose and values of the organisation and ensure that these guides and inform the work and conduct of the post holder.
- To be knowledgeable of the union constitution, as it applies to this post, including any legal requirements.
- To work in accordance with all SU policies and procedures, including health and safety, staffing protocols, financial procedures and the SU's equal opportunities policy
- To undertake any other duties and responsibilities commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.
- To attend from time to time, as required, meetings as necessary to meet the requirements of the post
- To attend all staff development days and training as required. Flexibility in working hours may be required to accommodate this

- To ensure the SU's aspirations to reduce our environmental impact are delivered, contributing positively to the department and the organisation's aims
- To contribute positively (with full day commitment) to at least two university open days and to undertake general team duties during the main annual welcome period
- To be flexible and adaptable in a changing environment, the role holder may be assigned to other areas of the students' union to meet the needs of the service. This will in turn provide development opportunities in which to broaden experience

Person Specification

This section describes the qualities we'd like to see in the post holder- but where we can offer training for someone that excels in some of the areas, or where you can offer other qualities you think would be useful for the role, you should indicate this on your application form.

Education, qualifications and training	Essential or Desirable
Good general education, typically to the Higher/A level equivalent	D
Experience	
Experience of supporting the delivery of student/youth sport and/or other student groups	D
Experience of developing and managing information or databases	E
Experience of delivering training activities	D
A working knowledge of and support for the work of Students' Unions	D
Knowledge and skills	
Ability to understand and take steps to mitigate risks including the production of risk assessments	E
Exceptional interpersonal and communication skills (written and oral)	E
Ability to work with a diverse range of members and member groups	E
Able to manage multiple priorities as part of a team with a wide remit	E
Strong problem-solving skills with the ability to calmly overcome challenges	E
Ability to work under pressure in a busy environment	E
Values and attitudes	
Desire to work within a student led environment	E
Understanding and commitment to equal opportunities, liberation and diversity	E
Desire to engage in continued professional development and improvement opportunities	E



University of Gloucestershire Students' Union

uogsu.com | 01242 714360 | su@glos.ac.uk

The Park, Cheltenham, GLOS, GL50 2RH

UGSU is a part of the National Union Of Students

UGSU represents students from the

University of Gloucestershire