

Title: Student Activities Coordinator

Reports to: Head of Student Communities and Engagement

Purpose of role: to enhance the student experience by developing and maintaining the structures and support required for the delivery of a range of exciting and fun clubs and activities to engage students from across the University; to grow and develop extracurricular activities for students; to support Elected Officers to improve the wellbeing of students and promote a sense of community

Salary: Scale C, pay points 10 – 14

Key Responsibilities:

Provide support and development opportunities

- Provide dedicated support for the Co-President Sports and Wellbeing and the President Societies and Communities in their respective remits for sports and societies
- Develop and deliver training for Sports and Societies Office Holders
- Use a range of technologies to deliver programmes to increase participation
- Promote equality and diversity through extracurricular activities
- Encourage, support and assist in the setting up of new clubs and societies to engage a wide range of students with different interests and backgrounds from across the University
- Provide advice and guidance to Office Holders on raising funds from membership fees, sponsorships and other sources
- Work with Office Holders to plan realistic budgets, projecting costs for training, fixtures, venue hires, equipment, etc

Carry out administrative processes and procedures

- Develop and implement policies, processes and procedures to ensure the safe and efficient running of sports clubs and societies
- Be the organisational expert in relation to BUCS fixture bookings, guidelines, appeals, rules and regulations
- Conduct and coordinate annual inventories on sports and societies equipment
- Ensure compliance with health and safety standards in the delivery of extra-curricular activities and events
- Work closely with the Finance Officer to monitor and approve financial transactions for clubs and societies, ensuring that correct policies and procedures are being followed
- Streamline financial processes through digital means using workflows / online forms and systems

Engage with key stakeholders

- Build and maintain productive partnerships with the University and other stakeholders
- Serve as first point of contact for key bodies including Scottish Student Sport, British Universities and Colleges Sport, Edinburgh Leisure and ENgage

Contribute to the overall effectiveness of ENSA

- With the support of the Head of Student Communities and Engagement, develop operational plans to deliver against ENSA's strategic priorities as set out in the Strategic Plan 2021-2024
- Monitor, report and evaluate KPIs for the purposes of continuous improvement

- Contribute to the planning and execution of Freshers' activities and other ENSA events throughout the year
- Work collaboratively and flexibly across the organisation and within the Student Communities and Engagement Team, contributing as necessary to enhance ENSA's resilience
- Serve as the Health and Safety Officer for ENSA
- Seek out and learn from good practice elsewhere in the sector to improve ENSA's offer

The main role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

Person specification

Criteria	Essential	Desirable
Education and Qualifications	HND or equivalent	Degree Sports coaching qualification
Experience	<p><i>Evidence of:</i></p> <ul style="list-style-type: none"> Developing and delivering training programmes Initiating, coordinating, organising and risk-assessing extracurricular activities Mentoring and developing people Working with young people, students and/or volunteers Building and maintaining external networks and partnerships Overseeing basic financial recording and reporting 	<ul style="list-style-type: none"> Experience working in students' associations / unions or in the higher education or college sector Experience working with local and / or national sports organisations (eg BUCS, SSS) Experience of sports administration and fixture arrangement
Knowledge	<ul style="list-style-type: none"> Good knowledge of the higher education sector Understanding of the student experience and of student interests and concerns Knowledge of health and safety protocols 	

<p>Skills</p>	<p><i>Ability to:</i></p> <p>Mentor and develop students and student volunteers</p> <p>Work and communicate with a diverse range of people from different backgrounds and with different perspectives</p> <p>Identify and pursue new opportunities to enhance the student experience</p> <p>Take initiative and work independently</p> <p>Keep accurate and up-to-date records</p> <p>Organise and service committees</p> <p>Use technology to increase stakeholder engagement</p> <p>Use a range of Microsoft Office tools</p> <p>Prioritise workloads and meet deadlines</p> <p>Juggle a number of projects and priorities at once</p>	<p>Willingness to undertake training to deliver mental health training to students</p> <p>Ability to create online forms and workflows</p>
<p>Attributes</p>	<p>Commitment to personal and professional development</p> <p>Commitment to equal opportunity</p> <p>Good interpersonal skills</p> <p>Enthusiastic team-player</p> <p>Flexible and resilient</p>	