

JOB DESCRIPTION	
Job title:	Student Opportunities Coordinator (Societies)
Reports to:	Head of Student Opportunities
Department:	Student Opportunities
Direct Reports:	Student Opportunities Officer (Societies)
Revision Date:	March 2023
Job Purpose	
<p>The Student Opportunities Coordinator (Societies) leads the provision of support to student leaders in societies, with a responsibility to develop and deliver student activities within the Students' Association. This includes, but is not limited to student societies, volunteering societies and social enterprises. These activities will provide a wide range of opportunities for students to engage in co-curricular and extra-curricular activity, try new things, be part of communities to make new connections, and develop their leadership skills. The Association supports around 300+ student societies and this role will focus primarily on these groups.</p> <p>The Student Opportunities Coordinator will work collaboratively with various Students' Association departments to ensure there is a robust infrastructure of support for student groups via our various services. This role will have oversight of the Societies team to ensure we provide information, advice and support to societies and committee members on a day-to-day basis, contribute to office bearer and volunteer training and development, and will support the Student Opportunities Officer (Societies) to ensure the delivery of key processes, support and initiatives.</p>	
Main Duties and Responsibilities	
<p>Main Duties</p> <ul style="list-style-type: none"> • Lead on the development and enhancement of Societies support at the Students' Association. • Lead and report on the Societies team's annual work and work plan. • Contribute to the wider Student Opportunities department plans and collaborate with colleagues within the department to achieve agreed objectives. • Act as a point of contact for the Student Opportunities Department to the Business development team, feeding in to the work for Welcome Week, Block Bookings and any other relevant projects in relation to our offering to student groups. • Act as the lead point of contact in the organisation for matters relating to societies and office bearers. 	

Standards & Service

- Ensure a high standard of customer service to students involved in student opportunities and maintain a positive and calm attitude at all times.
- Provide advice, information and support to society office bearers, committees and volunteers in an online and in-person setting. This includes answering day-to-day enquiries, holding 'drop in' meetings and facilitating training workshops.
- Provide practical support as part of a team to enable the successful delivery of key annual events for societies – including fairs, award ceremonies and other flagship events.
- Work as part of the Student Opportunities team to ensure a full service is provided at all times, providing cover as necessary.
- Work with the Head of Student Opportunities and Vice President Activities and Services (VPAS) where necessary to resolve society issues and complaints.
- Carry out relevant business and financial processes accurately and in a timely way.
- Ensure financial processes for societies are delivered consistently, ensuring cover from colleagues when necessary.

Training

- Lead on the annual training of the elected Activities Reps, as well as their project work, in conjunction with the elected Vice President Activities and Services and other members of the Student Opportunities team.
- Work closely with the Student Opportunities Officer (Societies) and other colleagues within Student Opportunities to design and develop ongoing and new training sessions for student leaders in their roles.

Planning and Organising

- Lead the annual work of gathering society financial reports and risk assessments as part of their handover and sustainability.
- Oversee the work to ensure the successful implementation of Student Opportunities processes and procedures; including re-registration of student groups, annual block booking, new society applications, and funding applications.
- Ensure the regular administration of groups' web presence, including managing society data and society profiles on the website.
- Ensure the accurate processing of data and undertake monitoring and evaluation for example in relation to funding, annual reports, levels of participation etc.
- Collaborate with other teams in the department for the planning, delivery and administration of training, events and other initiatives.
- Oversight of holiday requests, sickness absence, for those reporting to you and ensuring adequate cover for activity within the team.

Project Management

- Work within a team to support with the planning, administration, delivery and communication of key departmental projects, including but not limited to: the Edinburgh Award programme, support with Development Fund applications, delivery of the workshop calendar, and support with new pilot projects.
- Work with colleagues across the organisation to support flagship events and event programmes such as Welcome Week, Activities fair and Give It A Go week.
- Lead the coordination of our annual Student Awards programme in collaboration with key Marketing and Events colleagues.

Marketing and Communications

- Work with the Students' Association Marketing and Communications team and Events team to ensure student opportunities events and activities are well marketed and supported.
- Collaborate with the Marketing & Communications team to: Ensure regular, effective communication with student societies, including newsletters and social media.
- Develop and deliver mechanisms for promoting, sharing and celebrating individual/group activities and achievements through societies and volunteering with the wider membership.
- Continuously improve how we deliver digital services to societies via our membership system (SUMs).

Continuous Improvement

- With the Student Opportunities Officer (Societies) continuously seek to enhance society projects through feedback, whilst also identifying further opportunities for development.
- Develop new administrative systems and processes to better support societies in conjunction with the Student Opportunities team and Activities Reps as required.

Key Relationships

The post holder will have effective working relationships across a wide range of teams across the Association including but not limited to Business Development, Events and Student Voice.

Beyond this:

- Head of Student Opportunities
- Head of Business Development
- Societies and social enterprises
- Student Voice team
- Vice President Activities and Services (VPAS)
- Student leaders and volunteers
- University and external partners



OTHER:

- The Student Association's overall ambition is that 'By 2025, we will be a high performing students' union, valued by our members, delivering outstanding support and services for a vibrant, well-rounded time at university' Our staff are essential to fulfilling this ambition.
- A commitment to the delivery of the Students' Association's Strategic Plan through the implementation of departmental plan activities.
- A positive and respectful attitude to all Students' Association staff, its management, the organisation as a whole, and its members, clients and partners.
- Ensure that every student, staff member or visitor using any of our services has the best possible experience of that service and of the Students' Association as an organisation.
- Adhere to and support Students' Association's Ethical, Environmental and Health and Safety policies and procedures.
- A commitment to training and development of self and others.
- Any other appropriate duties as reasonably required by your line manager, Departmental manager or Senior Management.

PERSON SPECIFICATION		
Job title:	Student Opportunities Coordinator (Societies)	
Person Summary		
<p>A friendly and approachable individual with excellent interpersonal skills. Good experience and understanding of supporting a large cohort of volunteers with an ability to build effective working relationships and collaborations. A proven track record in project management from initiation to evaluation, having worked on projects with multiple stakeholders across various teams / areas.</p> <p>The post holder will have strong organisational skills and will have an enthusiastic approach to working collaboratively across teams. They should be able to work with a range of students and staff stakeholders to help support the interests of students at the University of Edinburgh.</p>		
Required Experience	Essential	Desirable
Project Design, management and coordination	X	
Organising and promoting events	X	
Developing and maintaining positive and engaging relationships with a diverse range of stakeholders.	X	
Delivering training and developing training materials and resources	X	
Experience of recruitment and line management/supervision of staff or volunteers	x	
Ability to form strong and long lasting relationships with customers and stakeholders across different levels of the organisation	X	
Working in a students' union or university environment.		X
A working knowledge of the UK Higher Education system		X
Line management		X
Functional Skills and Proficiency	Essential	Desirable
An understanding of the diverse profile of University of Edinburgh students	X	
Ability to work both as part of a team and independently, without direct supervision	X	
Ability to work to plan effectively and prioritise a busy workload	X	
Excellent written and spoken communication skills, including presentation skills	X	
Ability to coach, motivate and encourage others about new ideas and initiatives	X	
Strong administrative and IT skills including Microsoft Office and database management	X	
Training and Qualifications	Essential	Desirable
University/College educated or relevant demonstrable professional experience	X	

Other Requirements Specific to the Role	Essential	Desirable
Available to work occasional evenings and weekends, typically around twice per month	X	
Our Purpose		
<p>To enhance student life at the University of Edinburgh by providing representation, services, activities and support.</p>		
Our Principles		
<p>Our core principles are the most important way in which we define who we are. They guide our strategy, inform our everyday decisions and influence our behaviour, both as an organisation and as individuals representing the Students' Association.</p> <ul style="list-style-type: none"> • Student led – prioritise work and services that matter to students • Power to change – be strong representatives, campaigning for students • Diverse student communities – a sense of belonging for all • Open and helpful – in our communications and interactions • Collaboration – harnessing the benefits of working together • Ethically and environmentally responsible – conscious of our impact • Social enterprise – trading, with multiple benefits for our members 		

