

JOB DESCRIPTION	
Job title:	Student Opportunities Officer (Societies)
Reports to:	Student Opportunities Coordinator (Societies)
Department:	Student Opportunities
Direct Reports:	N/A
Revision Date:	June 2023
Job Purpose	
<p>The Student Opportunities Officer (Societies) supports the Students' Association's work to empower student leaders and groups to deliver engaging and inclusive activities for all students at the University of Edinburgh.</p> <p>As one of the key staff contacts for over 300 student-led societies, you will be involved in volunteer recruitment, induction, and training, as well as the strategic development of the groups, ensuring as many students as possible have access to, and a positive experience of, these opportunities.</p> <p>To support this work, the Student Opportunities Officer (Societies) must maintain a large network of student and staff contacts across the Students' Association, be confident at engaging in stakeholder management, and have excellent written and verbal communication skills.</p>	
Main Duties and Responsibilities	
<ul style="list-style-type: none"> • Support the delivery, evaluation, and enhancement of administrative processes related to societies, including new student group and funding applications, and annual reports. • Support the recruitment, induction, and training of student leaders involved in societies, and provide ongoing support through responding to enquiries, attending meetings, and organising community building events. • Ensure that opportunities, activities, and achievements related to societies are well-advertised to students, in partnership with relevant colleagues. • Support the Student Opportunities Coordinator (Societies) and Vice President Activities and Services to respond to the concerns of student leaders and resolve complaints, when they arise. • Support the training, development, and ongoing support of the Students' Association's Student Opportunities Representatives, in partnership with relevant colleagues. • Support the delivery of key annual events, including the Activities Fair in Welcome Week, Give It A Go in January, and the Student Awards. • Provide a warm and professional service to student members, colleagues, and external contacts, ensuring that enquiries are responded to and actioned in a timely manner. 	

Key Relationships

As well as working alongside the Head of Student Opportunities, and colleagues in the Student Opportunities team, you'll also be working with:

- Students engaged in societies, including office bearers.
- The Students' Association's Student Opportunities Representatives.
- The Students' Association's Vice President Societies and Activities.
- Colleagues across the Membership Support and People Development directorate, as well as staff across the Students' Association.
- The Marketing and Communications, Business Development, and Venue Operations teams.
- Relevant staff across the University.

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 Officer (Societies)	
Person summary		
<p>We're looking for someone with a genuine passion for student-led groups, to join our tight-knit team, committed to empowering our members to make the most of their time at the University through extracurricular opportunities.</p> <p>If you can work in partnership with our incredible volunteer student leaders to not only ensure their groups are running smoothly, but also help develop and enhance our support for them based on student feedback and robust evaluation, then this could be the role for you.</p> <p>You'll need to be unphased by big spreadsheets or a busy inbox, and able to take initiative when faced with tricky situations, but you'll always have the support of colleagues within the team and beyond.</p>		
Required experience	Essential	Desirable
Experience – either personal or professional – and understanding of the range of Students' Association affiliated student opportunities	X	
Experience of project management, including delivery, evaluation, and development		X
Experience of events management, including the planning and delivery of individual events and events programmes		X
Experience of maintaining and developing large stakeholder networks		X
Experience of volunteer management, including recruitment, training, and development		X
Experience of working in a Higher Education setting, and/or experience of working within membership organisations, particularly students' unions, and alongside elected representatives		X
Experience dealing with sensitive information, including complaints		X
Functional skills and proficiency	Essential	Desirable
Strong organisational and administrative skills	X	
The ability to effectively manage a busy workload with competing priorities and multiple stakeholders, to deliver on agreed objectives	X	
Strong written and verbal communication skills, with the ability to adapt your communication style to a range of audiences	X	
A high level of attention to detail, both in written communication and data management	X	
The ability to work effectively as part of a team and independently	X	
Familiarity with Office365, particularly Outlook, MS Word, Excel and Teams	X	
Training and qualifications	Essential	Desirable
At least one year of relevant professional experience		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