

## ACTIVITIES COORDINATOR – JOB DESCRIPTION

<b>TITLE:</b>	Activities Coordinator
<b>RESPONSIBLE TO:</b>	Activities Manager
<b>SALARY:</b>	Grade 3.1 (£27,040 pro-rata)
<b>CONTRACT:</b>	Fixed Term - Full Time until May 2027 (0.8 FTE Contract) <i>Or can be offered part-time: 30h/week for 12 months</i>
<b>PLACE OF WORK:</b>	Winchester Students' Union. Occasional off-site locations including Winchester Sports Stadium, Bar End and other facilities

### PURPOSE OF THE POST

To coordinate and facilitate the activity groups (sports, societies and representational networks) of Winchester Students' Union through effective administration and support. To assist the Students' Union in the development of new and existing activity groups with a view to increasing levels of engagement and participation and enhancing the quality of experience for students.

### DUTIES

#### A: Activities administration

1. To assess the training and development needs of student sports and assist the delivery of a programme of training to meet their needs.
2. To assess the development needs of student societies and representational networks, organising and booking facilities and providing administrative support as required to meet their needs.
3. To assist in the provision and organisation of resources to enable activity groups to undertake their activities successfully. This includes communication with University departments and external facility providers.
4. To assist with the provision of the BUCS programme through administrative support.
5. To assist with website amendments for sports, societies and representational networks, ensuring all relevant pages are up to date, including membership prices and activity group descriptions.
7. To assist in the establishment and development of activity group opportunities alongside the President (Student Engagement) and Activities Manager; to meet an expressed demand from students.
8. To remain up to date with student extracurricular and cocurricular trends, monitoring student involvement with sports and societies. To maintain and

manage various databases of students and contacts relating to student activities, ensuring information is up to date, secure and managed in line with data protection guidelines.

9. To be aware of statutory requirements governing the operation of student activities and provide advice and support to activity groups in ensuring they meet these requirements.
10. To ensure that all activity groups operate within the relevant Health and Safety legislation in respect to their activities, including relevant insurances.
11. To co-ordinate, quality check, collate, and monitor all activity group Risk Assessments, ensuring no activity group activity takes place without a comprehensive, approved Risk Assessment in place.
12. To support with administering all student tours, liaising with relevant tour companies, and if required, attending as a staff member.
13. To assist activity groups in the preparation and delivery of periodic events, including facilitating and administering Varsity and Winton, supporting with activity group Fresher's Fayre and Refreshers Fayre bookings.
14. To work with the President (Student Engagement) and Activities Manager to identify and create methods of acknowledging and recognising activity groups for their achievements and contribution to the student experience.
15. To ensure the provision of appropriate administrative advice and support to activity groups to enable them to conduct their activities in accordance with Winchester Students' Union policy and procedures.
16. Manage access, upkeep, and functionality of the Commuting Students Lounge by coordinating swipe card access with relevant teams, supporting stock replenishment, and proactively identifying and reporting maintenance issues.
17. To monitor membership of activity groups, including regular census points throughout the year. Compile lists of all sports, societies and representational networks and check for all compliances, including signed up/paid up members.
18. To provide administrative support to the Activities Manager with annual activity group elections, including setting up online elections via the Union website as applicable.
19. To establish relationships and partnerships with organisations which can further the Students' Union's aims and objectives in relation to activity groups. This includes sports facilities/clubs, coaches, national governing bodies, potential team sponsors, external visitors/speakers etc.
20. To administer and support activity group travel requirements, including the booking and maintaining of the Union's vehicles, adhering to Union vehicle policy.

21. To support the Activities Manager, Head of Membership and President (Student Engagement) to develop Union strategy in the Activities Zone and assist in producing activity group development plans as required.
22. To support the Activities Manager, Head of Membership and President (Student Engagement) with activity groups budgeting process and budget monitoring.

**B: General**

All Students' Union employees are expected to work within the ethos of the Students' Union and strive to achieve the following:

1. To work always within relevant legislation as well as structures, policies and procedures.
2. To work co-operatively with other Students' Union staff and officers, as well as relevant external organisations.
3. To adhere to the highest standards, especially of customer service and safety.
4. To seek to continually develop and improve Students' Union facilities and services.
5. To keep up-to-date with sector developments, local competition and students' views/needs, where necessary undertaking market research to generate such information.
6. To undertake necessary training and to attend all meetings as requested.
7. To promote a positive and professional image of Winchester Students' Union to its members, customers, stakeholders and other external people.
8. To positively contribute to the organisation's ethical & environmental ethos.
9. To perform any other reasonable duties as requested by your line manager.