



WINCHESTER
STUDENTS' UNION

ACTIVITIES COORDINATOR

APPLICATION PACK



Salary: Grade 3.1 (£27,040 pro-rata)

Fixed Term - Full Time until May 2027 (0.8FTE Contract)

Or can be offered part-time: 30h/week for 12 months

RESPONSIBLE TO: Activities Manager

STUDENT LED, STUDENT DELIVERED. STUDENTS EMPOWERED



On behalf of the officers, trustees and staff, thank you for your interest in the role of [Activities Coordinator](#) at Winchester Students' Union.

We are currently undergoing a period of change and development within the Union, including streamlining our officer structure and a renewed focus within our Activities Team to strengthen the support we provide to sports teams, societies and representational networks.

We are looking for a committed and enthusiastic Activities Coordinator to bring energy and ideas to our vibrant, student-led charity and help us deliver our mission of empowering every student at the University of Winchester.

Our ideal candidate will be organised, proactive and passionate about student activities, sharing our dedication to improving the student experience and creating opportunities for students to connect, participate and thrive. We look forward to hearing from you.

Alex

Alexandra Wilson
President of Winchester Students' Union
2024-2026



About Us

Winchester Students' Union is a registered charity and a company limited by guarantee, based within, but separate to, the University of Winchester in the heart of Hampshire. We are led by students, supported by volunteers and staff, and are dedicated to representing and supporting our student members, as well as providing a wide range of opportunities, activities and events across our Education, Welfare, Activities and Commercial Zones, all to enrich the student experience.

All students automatically become members of the Students' Union at enrolment, meaning we have a rich, vibrant and diverse community, and we seek to ensure that we provide commensurate representation, advocacy, and opportunity to meet the expectations of this diverse membership.

Above all we cherish the opportunity to express our values of being creative, engaging, supportive and honest. We keep these firmly in mind when seeking to realise our vision of [empowering our membership through the creation of innovative and inclusive student-led, student-delivered activities and opportunities](#).

Our People

Each year students elect a team of officers from the membership who lead the work of the Union on behalf of student members. The Union campaigns and advocates on behalf of students on priorities determined by our student leaders, which has ranged from securing cost of living funding and resources for students in hardship, to reviewing and developing student representations at programme and faculty level.

The Union has a small but knowledgeable, enthusiastic, and dedicated staff team whose purpose is to support and realise the goals of the student leadership, alongside ensuring compliance to organisation strategy, statutory compliances and other stakeholder and board-set targets. The Union has recently reviewed its staffing structure and developed staff roles to better serve such purpose.





About the role

Our new Activities Coordinator will play a key role in supporting and developing sports, societies and representational networks at Winchester Students' Union. The role focuses on providing high-quality administrative and operational support to activity groups, helping to deliver an engaging, inclusive and successful extracurricular experience for students. Working closely with the Activities Manager, student leaders and Union staff, the Activities Coordinator will support the delivery of key events and initiatives, while also assisting with memberships, communications, training, risk assessments and day-to-day activity group coordination. The role will help strengthen student engagement opportunities and ensure activity groups are well-supported, compliant and able to thrive across campus.

About you

We are looking for a candidate with excellent organisational skills, strong attention to detail and a passion for student activities and engagement. You will be proactive, approachable and confident working with a wide range of students, staff and external partners. The ideal candidate will have experience in administration and student/stakeholder engagement, alongside the ability to manage multiple priorities in a busy environment. An enthusiasm for supporting student-led opportunities and creating positive student experiences is essential.

Your application

Application for this role is made via a two-part form. "Application Form 1 – Employment" is for you to detail your suitability for the post on offer. "Application Form 2 – Personal Details" captures relevant information about you in order for us to process your application. www.winchesterstudents.co.uk/jobs

We particularly welcome applicants from Black, Asian, Minority Ethnic (BAME) candidates, as they are under-represented at this level. Those applicants who indicate that they are a BAME candidate and who meet the minimum specifications for this role will be guaranteed an interview.

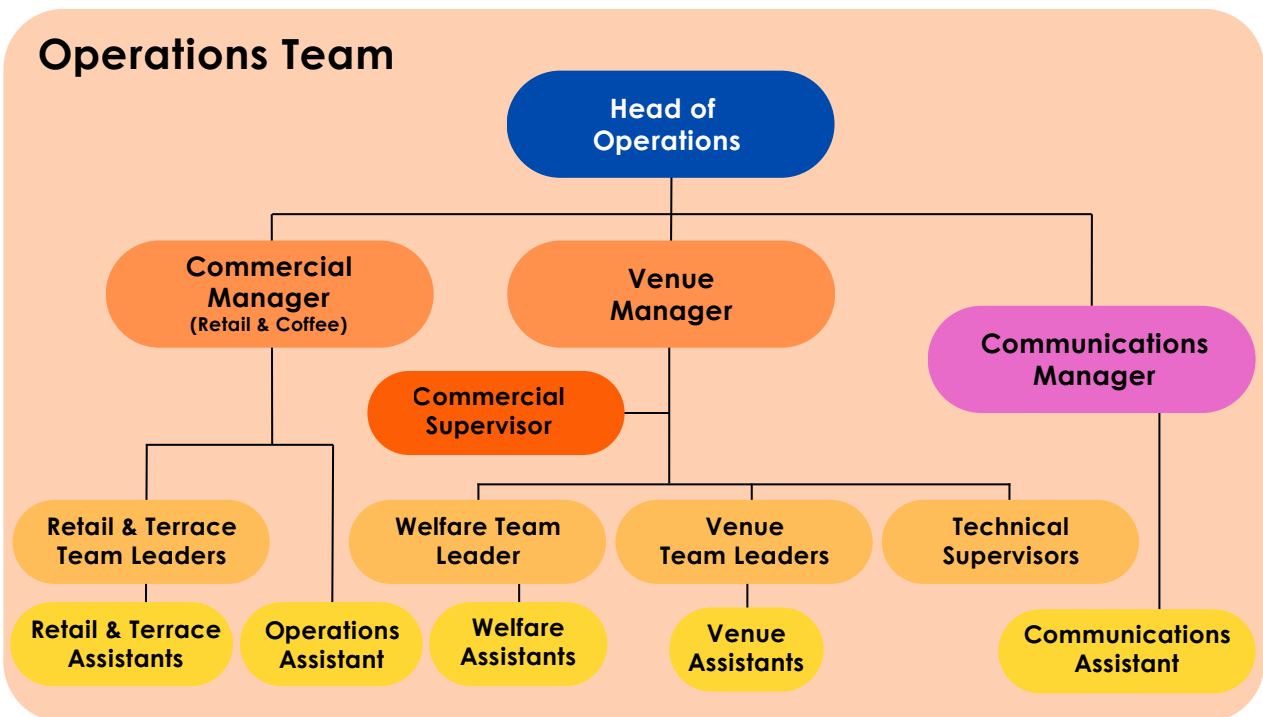
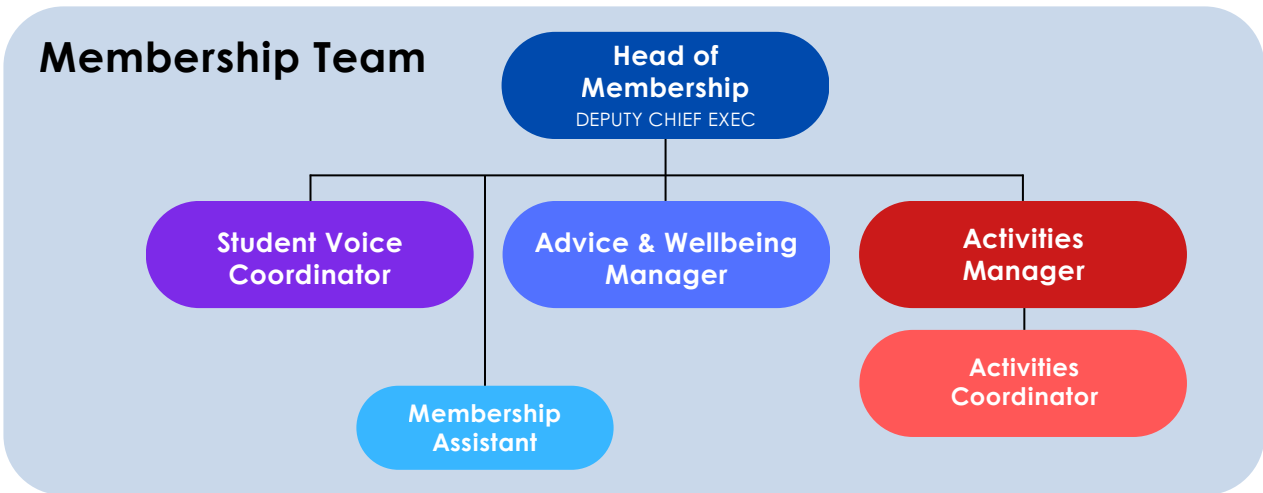
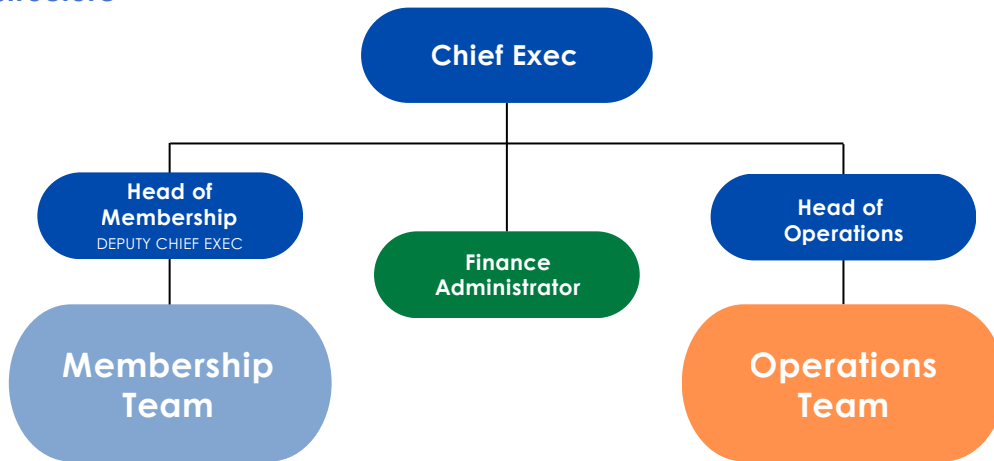
We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement, or once in post.

Employee Benefits Summary

Below is a list of some of the employee benefits you can expect as part of the team at Winchester Students' Union. Full details of benefits will be provided to the successful candidate via staff handbook and letter of appointment.

- Generous holiday allowance: 28 days plus bank holidays, plus, any additional 'University closure days over Christmas
- Sick Pay: The Union offers a very generous sick pay entitlement should you become ill and unable to work
- Staff Socials: We seek to organise several team staff social events throughout the year
- Employee Assistance Programme: Staff have free access to our external Employee Assistance Programme which provide a range of support and advice services including health assessment tools, debt advice, dependent care coaching, parenting, childcare, disability and illness, immigration, consumer rights, bereavement and loss, maintaining a work-life balance.
- Eye Care: The Union will pay for an annual or biennial eye test for relevant staff members and make a contribution to the cost of new glasses.
- Family friendly policies: The Union is committed to helping staff balance the demands of work and family and, as such, has adopted a range of family friendly policies.
- Flexible working: The Union welcomes a flexible working environment
- Long Service: 5 additional days leave is granted after 5 years continuous service
- TOTUM Card: All Union staff (+50% FTE) are entitled to a TOTUM student discount card free of charge
- Clothing: 10% Clothing discount in our shops

Our Staffing Structure



ACTIVITIES COORDINATOR PERSON SPECIFICATION

Criteria Essential Desirable **Assessed***

EDUCATION & TRAINING

| | | | |
|--|---|---|---|
| Degree or equivalent | ✓ | | A |
| Current, clean, UK driving licence | ✓ | | A |
| Relevant qualifications or skills training | | ✓ | A |
| First Aid / Health & Safety Qualification | | ✓ | A |

EXPERIENCE

| | | | |
|---|---|---|-----|
| Evidence of coordinating or leading membership groups/extracurricular activities | ✓ | | A+I |
| Successful work in a busy/distracting environment | ✓ | | I |
| Project planning, co-ordination and delivery | ✓ | | I |
| Experience of sports administration and fixture arrangement | | ✓ | A |
| Experience as member of a University extracurricular activity group/committee | | ✓ | A |
| Working/planning within a budget | | ✓ | A |
| Working and forging successful relationships with a range of internal and external stakeholders | | ✓ | A |

SKILLS

| | | | |
|--|---|--|-----|
| Written and verbal communication skills | ✓ | | A+I |
| Effective use of Microsoft Office, particularly Excel | ✓ | | A+I |
| A flexible and adaptable approach to work | ✓ | | I |
| Able to proactively work on own initiative | ✓ | | I |
| Strong organisational skills | ✓ | | I |
| Team working | ✓ | | I |
| Objectivity when dealing with student led groups | ✓ | | I |
| Able to handle competing priorities and variable workloads | ✓ | | I |

KNOWLEDGE

| | | | |
|--|---|---|-----|
| Good understanding of student extracurricular activity groups | ✓ | | A+I |
| Good understanding of BUCS | ✓ | | A+I |
| Understanding and commitment to equality of opportunity; someone who builds a culture of inclusivity | ✓ | | A |
| Good understanding of Health & Safety legislation and best practice | | ✓ | A+I |
| Good understanding of WinchSU and its activities | | ✓ | I |

***A** = Assessed by application. These criteria will be measured by responses given in the online application. **Please ensure you are making reference to these areas in your Personal Statement.**

***I** = Assessed by interview. These criteria will be measured by responses given in an interview setting.

ACTIVITIES COORDINATOR – JOB DESCRIPTION

| | |
|------------------------|---|
| TITLE: | Activities Coordinator |
| RESPONSIBLE TO: | Activities Manager |
| SALARY: | Grade 3.1 (£27,040 pro-rata) |
| CONTRACT: | Fixed Term - Full Time until May 2027 (0.8 FTE Contract) <i>Or can be offered part-time: 30h/week for 12 months</i> |
| PLACE OF WORK: | 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.