**Aston Students’ Union**

**Student Engagement Coordinator**

**(Athletic Union Clubs)**

Job title: Student Engagement Coordinator (Athletic Union Clubs)

Reporting to: Student Activities & Voice Manager

Hours of Work: 35 hours per week, plus additional hours as necessary, although this is not expected to be excessive.

Purpose of the Post: The post‐holder will support and develop the Union’s student activities through the coordination of the student led Clubs and Societies.

Salary: Grade 6 (£23,067 - £25,217)

**Aston Students’ Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students.**

**The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside much more.**

**Main duties**

Develop, oversee and promote Athletic Union club activity at Aston.

Responsible for providing administrative support for Athletic Union sports clubs ensuring the delivery of an efficient and effective customer service to all students.

Oversee the administration of the British Universities and Colleges Sports (BUCS) programme and other competitions, through the arrangement of fixtures, facility, transport and other related matters.

Attend relevant BUCS/NGB/NUS meetings, conferences and training sessions.

Adhere to banking procedures and assist in processing all sale transactions for all Athletic Union Clubs and Societies via the relevant systems in place.

Complete and update risk assessments for all Athletic Union Club activity.

Support the allocation and administration of the Students’ Union fleet of vehicles.

To facilitate AGM’s to oversee any democratic voting of committees.

Support the coordination of events such as Welcome Fair, Athletic Union Ball, Students’ Union Awards Evening and Open days.

Support clubs with organising social, or fundraising and charity events, ensuring that procedures are adhered to and that students maintain their duty of care.

Assist in the organisation and delivery of training for new committees.

Assist students in forming new Athletic Union sports clubs.

Work with the current kit provider and clubs to ensure that the appropriate playing kit/leisure wear is provided and that the kit agreement is adhered to.

Ensure that equal opportunities, diversity and data protection policies are adhered to in all activities.

Ensure all club activities arranged through the department adhere to relevant Health & Safety legislation and internal policies.

Liaise with and develop key working relationships with the Vice President Student Activities and Sport Aston.

Assist in the updating of the Students’ Union website by providing relevant information.

**General Responsibilities**

Any other duties reasonably required by the Student Activities & Voice Manager or Senior Management team.

Support the University with administering the Higher Education Achievement Report (HEAR) for participants, including updating data and verifying students have met the criteria.

Allocate rooms/facility for student use via relevant systems in place.

Support the annual Students’ Union elections and By-Elections.

Attend relevant meetings with the University and other stakeholders.

Support the Sabbatical officer team and part-time officers, Societies Engagement Coordinator and Voice Coordinator.

Dealing with and responding to general enquiries in the SA and Voice office.

Ensuring that day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting any electrical faults, water leakage or other environmental concerns to the facilities or line manager etc.

**We are looking for someone who:**

* Enjoys working within a team independently
* Is friendly and committed to providing an excellent customer experience
* Is innovative and will bring new ideas
* Has excellent IT skills
* Can provide excellent material for use of webpages and social media
* Has excellent spoken and written language skills
* Has an interest in marketing and promotion
* Has commercial awareness and can spot commercial opportunities to support the services
* Has the confidence to communicate with commercial third parties
* Has a flair for communication with excellent written skills
* Is open to working flexible hours and can be available to work at events outside of standard working hours if required on occasion e.g. Welcome Fair
* We value diversity and inclusivity within our staffing team and we particularly welcome applications from applicants of a Black or BAME background