



## **Student Engagement Coordinator (Sport & Physical Activity Administration)**

### **Job Description, Person Specification & Applicant Information**

#### **Summary**

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.

#### **Job Summary**

The primary focus of the role will be the administration of the Aston Athletic Union sports and physical activity clubs.

The Student Engagement Coordinator (Sports Administration) role will support student sport and physical activity through the effective customer service, administration and delivery of administrative systems and processes.

The role will work very closely with the Student Engagement Coordinator (Sport & Physical Activity) in the effective delivery of administrative systems to support student volunteer led sport and physical activity.

The role may also assist with the administration of all the areas managed by the Student Activities & Voice team. This includes societies, democracy and academic representation

#### **Principle Purpose of Job:**

To be the primary staff member responsible for the administration for the Aston Athletic Union sports clubs. This will include the administration of the BUCS fixtures, results and transport.

The position holder will be a part of the Student Activities and Voice team and be one of the first points of contact for general enquiries about sports clubs, societies, student reps and other activity.

<b>Work Location:</b>	Aston University Campus: Aston Students' Union, B4 7BX
<b>Responsible to:</b>	Student Activities & Voice Manager (primary line manager) and the Deputy Student Activities & Voice Manager

## Equality, Diversity and Inclusivity

**Aston Students' Union is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.**

## Main Duties and Responsibilities:

- A. To provide administrative support and coordination to the Aston Athletic Union sports clubs.
- B. To coordinate the administration of transport and facilities for Athletic Union clubs taking part in British Universities & Colleges Sport (BUCS) competitions.
- C. To provide excellent customer service as part of Student Activities & Voice team
- D. To staff the office front desk, providing face to face support to student leaders and volunteers
- E. To play a lead coordination role in the administration the Students' Union transport fleet. This includes fleet bookings and ensuring fleet maintenance and documentation is up to date.
- F. Assisting with the training of club and society members and Student Reps.
- G. Assisting with the organisation of events throughout the year including but not limited to the Welcome Fair, the Athletic Union Ball, Speak Week, SU Elections, the SU Academic Awards and the SU Awards.
- H. Adhere to financial procedures and assist in processing all sale transactions for all Athletic Union Clubs and Societies.
- I. Ensuring that key information and administration is kept up to date including volunteer information.
- J. Using the Students' Union's digital systems to administer request and update information.
- K. Preparing reports and research documents as requested and required.

- L. To carry out occasional work as directed by management, outside non-standard hours to support events such as during Welcome period or other annual events.

## **General Responsibilities:**

- A. Any other duties reasonably required by the team managers or the Senior Management team.
- B. Allocate rooms/facility for student use via relevant systems in place.
- C. Support the student officer team.
- D. To attend and contribute to meetings as and when appropriate.
- E. Ensure that equal opportunities, diversity and data protection policies are adhered to in all activities.
- F. Ensure that day to day activities embrace sustainability through monitoring the social, economic, environmental and human rights impact of the Students' Union.
- G. To 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.

## **Standards**

- A. The post holder will be expected to both professionally and personally, display a positive image of Aston SU.
- B. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
- C. To actively demonstrate commitment to equality, diversity and inclusion.
- D. The post holder will be expected to abide by the Union's various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

## Person Specification

### Essential:

- Enthusiastic, 'can do' positive attitude.
- Friendly and committed to providing excellent customer service.
- Has a flair for communication with excellent written and verbal skills, and the ability to adapt communication to a wide range of audiences.
- Excellent IT Skills and computer literacy, including working with Microsoft packages.
- Enjoys working within a team and independently.
- Is innovative and will bring new ideas
- Attention to detail.
- Good organisation and time management skills

### Desirable:

- An understanding of student led organisations.
- Good working understanding of a representative and democratic environment.
- Knowledge of various organisations involved in Higher Education sport in the UK including BUCS.
- Knowledge and understanding of managing data protection.
- Demonstrable working knowledge of higher education and the issues affecting students today.
- Demonstrable experience of developing and maintaining relationships with internal and external stakeholders.

## APPLICANT INFORMATION

Starting salary; **£25,742** p/a

- Free NUS Totum Card.
- 7.5% Employer Pension Contribution
- If you would like to clarify any information or have an informal chat about the role, please email; [s.hussain30@aston.ac.uk](mailto:s.hussain30@aston.ac.uk).
- To apply, please send a CV and covering letter to our HR, Governance and Admin Coordinator, Shadab Hussain on [s.hussain30@aston.ac.uk](mailto:s.hussain30@aston.ac.uk) . The covering letter should detail how you meet the criteria required for the role.
- Applications received after the closing date stated in the advert will not be considered.
- Application closing date: 12 noon on Monday, 22<sup>nd</sup> January 2024
- Interview dates: Thursday, 1<sup>st</sup> February 2024 and Friday 2<sup>nd</sup> February 2024