

Job Title:	Student Groups & Activities Assistant
Reports to:	Student Groups & Activities Coordinator
Responsible for:	Student Led Groups
Hours:	18hrs per week, Term time only (34 weeks), Fixed Term: Sept 2025 to May 26.
Salary:	£14.50ph (inclusive of holiday pay)
Campus base:	Based predominantly at Students' Union Building, Chichester , and required to work at any centre where University business is conducted that is within reasonable distance of the campus base.

Function of the Post:

The post-holder will support the Student Groups & Activities Coordinator facilitate, deliver and develop the Student Groups function (Sport and Societies) . They will provide guidance, administrative and practical support to clubs officials, relevant SU Elected Officers, student volunteers, one-off event organisers, and relevant Committees and meetings.

The post-holder is expected to take an active role in engaging students during Freshers Week, in particular Freshers Fair and throughout the year.

The post-holder will be required to adhere to requirements under the General Data Protection Regulations, be aware of and follow licensing requirements where appropriate, adopt best Health & Safety practice and duty of care in line with the Union's Health & Safety and Safeguarding Policies.

1. Student Led Groups:

- 1.1 To support the day-to-day operations of all student led groups. Offering administrative guidance and support to them and being an approachable and effective point of contact.
- 1.2 Support students to develop and run their own groups, community projects, events and activities in line with Union's aims and objectives, and relevant policies and procedures.
- 1.3 Support the development of and help deliver a training and development programme for student led group officials.

- 1.4 Work with the relevant Committees and members to increase the number of student led groups across both campuses.

2. Health & Safety, Safeguarding & Freedom of Speech:

- 2.1 Implement and develop good practice across all student led groups in Health & Safety, Safeguarding and Freedom of Speech, ensuring all legislative requirements are met and adhered to.
- 2.2 To organise and maintain key documentation including, but not limited to training records, risk assessments, Data Protection (GDPR), duty of care and regular equipment checks/ maintenance as appropriate.
- 2.3 Where necessary, vet external speakers in line with the SU External Speakers Processes.
- 2.4 Be aware of/consider potential alcohol licensing implications for activities and liaise with the relevant teams/departments where necessary.

3. Finance:

- 3.1 Ensure that all spending is effective, and that the best value is sought in all necessary expenditure, and in line with relevant budgetary constraints.
- 3.2 Ensure that the Finance officer receives all necessary invoices and other paperwork, and that it is accurate and on time.

4. Occasional/Other Duties

- 4.1 Travel to, and participate in, appropriate meetings, networking and training events, and conferences, (which may require one or more nights' stay away from home) as and when required by the Union.
- 4.2 Offer signposting guidance to students seeking support in welfare, academic or disciplinary matters.
- 4.3 Contribute to the positive image of the Union with students, the University and the local community, always abiding by Union policies and procedures.
- 4.4 Undertake other tasks and responsibilities, compatible with the level and nature of the post, as may be reasonably required, from time to time.
- 4.5 Take an active role in key Union/University events, including but not limited to, Arrivals, Welcome Week (inc Freshers Fairs), Open Days, SU Awards & Summer Ball.

Additional Information:

Students' Union staff and Officers are expected to promote the mission and values of the Union through all interactions with internal and external stakeholders, ensuring productive working relationships. We are friendly, enthusiastic, democratic, supportive, approachable and open-minded. Our mission is to help ALL students have the BEST time they can whilst at the University of Chichester.

The Union believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Union is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation.

The Union is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Union will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post-holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post-holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable
Knowledge and Qualification	Degree (or working towards)	Understanding of Students' Union organisations. Understanding of Student led groups
Skills	Excellent communication skills (both written and verbal) with the ability to communicate clearly to a variety of customers including staff, students and visitors Good IT skills including Microsoft 365 applications. Able to work on own initiative and as part of a team. Able to effectively review and make suggestions for improvements	

	Highly organised with a good attention to detail and excellent organisational skills	
Experience	Ability to take on responsibility and to adopt a pro-active approach to opportunities and challenges.	Been a member of and helped deliver Student led organisations (Sports or Societies).
Personal attributes	<p>Able and willing to learn new skills, multitask and be achievement-oriented</p> <p>Able to learn and follow processes</p> <p>Enjoy working in a fast paced environment working to deadlines and under pressure</p> <p>Able to work as part of a team, engendering co-operation and collaborative working</p> <p>Ability to work within a democratic structure alongside students and elected officers as well as permanent staff and managers</p>	

Updated Aug 2025