

Job Title: **Student Groups & Activities Coordinator**

Reports to: **Head of Student Experience & Marketing**

Responsible for: **Student Groups Function & Student Groups and Activities Assistant**

Hours: **29.6 hours a week (0.8FTE),**

Some flexibility with working arrangements, although there will be a focus towards core term time as this is predominantly a student facing role.

There will be an expectation of longer hours and occasional evening/weekend working during core term time (especially during September/October/May).

Salary: **Grade 5/6: £25804 - £27,319**
Pro rata (0.8FTE): £20,643 - £21,855

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 deliver the Student Led Groups function, including but not limited to the delivery of BUCS Sport, additionally facilitate and support the development of all student led groups (sport and societies). They will provide guidance and practical support to Club 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 Facilitate the day-to-day operations of all student led groups, including but not limited to the delivery of BUCS Sport (weekly fixtures). Offering guidance and

support to all elected club officials, being an approachable and effective point of contact.

- 1.2 Encourage and facilitate students to develop and run their own groups and develop community projects, events and activities in line with Union's aims and objectives, and relevant policies and procedures.
- 1.3 Lead on and deliver a training and development programme for student led group officials.
- 1.4 Develop and maintain an excellent working relationship with key stakeholders (inc but not limited to the University), contractors, officials and NGBs.
- 1.5 Work with the relevant Committees and members to increase the number of Societies 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 Monitor all financial activity in the relevant areas ensuring that all spending is in line with budgetary and funding restrictions and reporting to the General Manager any potential or actual variances in a timely manner.
- 3.3 Ensure that the Finance 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 Oversee student disciplinarys, appeals and act as investigator when necessary.
- 4.3 Offer signposting guidance to students seeking support in welfare, academic or disciplinary matters.
- 4.4 Contribute to the positive image of the Union with students, the University and the local community, and always abide by the Union policies and procedures.
- 4.5 Undertake other tasks and responsibilities, compatible with the level and nature of the post, as may be reasonably required, from time to time.
- 4.6 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
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Knowledge and Qualification	<p>Degree</p> <p>Understanding of Student led groups</p>	<p>Understanding of Higher Education sector.</p> <p>Understanding of Students' Union organisations.</p> <p>Understanding of BUCS Sport.</p>
Skills	<p>Excellent communication skills (both written and verbal) with the ability to communicate clearly to a variety of customers including staff, students and visitors</p> <p>Good IT skills including Microsoft 365 applications.</p> <p>Able to work on own initiative and as part of a team.</p> <p>Able to effectively review and make suggestions for improvements</p> <p>Highly organised with a good attention to detail and excellent organisational skills</p>	<p>Able to juggle multiple logistical challenges.</p>
Experience	<p>Ability to take on responsibility and to adopt a pro-active approach to opportunities and challenges.</p> <p>Ability to review and understand budgets.</p>	<p>Experience working in the voluntary sector.</p> <p>Experience of complex administration and charity support.</p>
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</p>	

	elected officers as well as permanent staff and mangers	
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Updated Aug 2025