



## ACTIVITIES DEVELOPMENT COORDINATOR

**Starting Salary:** £24,436 per annum including pension, and discounted membership to Aberdeen Sports Village.

**Contract:** Permanent

**Based:** Aberdeen

**Hours:** Full-time

**Closing Date:** Friday 18th February 2024, 4pm

## INTRODUCTION

One of our core purposes as a Students' Union is to support the development of our wide range of student activities. With over 300 sports clubs and societies, every day is different working for the SU working to ensure that the activities are sustainable, inclusive and diverse.

An exciting opportunity has arisen for an enthusiastic and highly motivated individual to join the team at the Students' Union as a Activities Development Coordinator to support the development of our Student Activities. If you're passionate about sport and supporting a positive student experience outside of the classroom, this role could be for you.

## JOB DESCRIPTION

The purpose of this role will be to help lead the development of sports clubs and societies. This role will understand and analyse student and Sabbatical Officer feedback to develop projects that will see our student activities run better, safer and inline with student expectations. Current major projects include communication review and improving the reaffiliation process for student activities.

This role also helps students ensure they have the opportunities available to them to improve their employability. This will involve working with our student committees to help them understand their roles better and the skills they are developing, but also to review and improve training to help them get the most of out of their positions.

Volunteering is a focus for the organisation in it's new strategy and the successful candidate will support the development and delivery of a new programme connecting students with opportunities in the community and university to develop the specific skills to be successful after their University Career.

**A full job describing is available [here](#).**

## THE IDEAL CANDIDATE

Candidates for the job must have a commitment to student-focused, inclusive and helpful values. They should have an HND or equivalent work experience, and experience creating and delivering training or workshops both online and in-person. They should have excellent people, organisational, and time management skills, and be able to work well in a team. Strong attention to detail, IT skills and ability to handle large amounts of data is necessary. Knowledge of student engagement, higher education sector in Scotland, and the UK Students' Union sector is also required.

## PERSON SPECIFICATION

The following criteria will be used to shortlist candidates for interview. It is rare for candidates to meet all of the criteria set out, and we could encourage potential applicants to apply if they have any combination of the skills, experience, and knowledge below.

	CRITERIA
VALUES	<p>Candidates should be able to demonstrate a commitment to the following values:</p> <ul style="list-style-type: none"> <li>• Student focussed</li> <li>• Inclusive</li> <li>• Helpful</li> </ul>
QUALIFICATIONS & TRAINING	<p>Candidates should be educated to HND level in relevant area or equivalent work experience.</p>
EXPERIENCE	<p>Candidates should have experience of:</p> <ul style="list-style-type: none"> <li>• Creating and delivering training or workshops both online and in-person.</li> <li>• Managing projects and delivering to plans.</li> <li>• Performing admin tasks accurately and to a high standard.</li> <li>• Experience of student activities or similarly working with membership groups</li> <li>• Supporting the development of others.</li> <li>• Developing strong working relationships with internal and external parties.</li> </ul>
SKILLS & KNOWLEDGE	<p>Candidates should have the following skills and knowledge:</p> <ul style="list-style-type: none"> <li>• Excellent people skills and ability to build positive relationships with a wide range of people and organisations, internally and externally.</li> <li>• Excellent organisational and time management skills.</li> </ul>



## PERSON SPECIFICATION CONT.

### SKILLS & KNOWLEDGE

- Strong attention to detail and ability to maintain and manage large quantities of data.
- Ability to be well organised, prioritise work, and be able to deliver to strict deadlines.
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- Ability to work well as part of a team, whether leading or supporting.
- Excellent communication skills, including diplomacy.
- Flexible approach to work.
- Excellent IT skills, particularly in MS Office applications and video conferencing.
- An understanding of the importance of student engagement within quality improvement.
- Demonstrable understanding of the challenges facing students.
- Knowledge of the higher education sector in Scotland.
- Knowledge of the Students' Union sector in the UK.



## ABOUT US

Aberdeen University Students Association is a student-led organisation that supports, empowers, and represents the students at the University of Aberdeen. You might've heard the term 'Union' or 'Students' Union'... that's us.

When students join the University, they're automatically a member of Students' Union and entitled to access the services and events we provide.

The Students' Union is led by 5 elected students, known as Sabbatical Officers or Sabbs. They work together as a team, but each of them focuses on individual remit to represent students and drive forward their interests. They will collaborate on issues aiming to make positive changes at the University, on local and national levels.

We provide a range of representation for students including supporting Class Reps at a course level, School Conveners at a School level, and Sabbatical Officers and Student Council at University level. We also support a range of Forums that exist to promote the interests of and organise events for students who are part of or identify with certain groups.

Our advice service, Students' Union Advice, offers free and impartial advice to students. We have two advisers in our team, who can help students with anything from academic advice, health & wellbeing to housing and accommodation needs. Students can ask us anything and if they don't have an answer, we can signpost to those who will.

With over 55 sports clubs and over 200 societies and student groups, the Students' Union and the University have a vibrant community spirit. Joining a club or society is a great way for students to meet new people and experience new things as well as continue to develop new skills, hobbies, and passions. We also support the student charity fundraising campaign, RAG, and a range of volunteering opportunities for students.

We also deliver and support a wide range of events for students throughout the year. From kicking off the fun with Freshers' Week to our annual varsity sports competition with RGU. We also deliver a range of events to celebrate our students including our Activities Ball recognising the achievements of our student societies and our sports clubs, and our Graduation Balls, where they can celebrate their time at Uni in style.





## HOW TO APPLY

The Association is committed to providing equality of opportunity, treatment and dignity in appointments.

We will not allow discrimination in any form in advertising, interviewing, selection or eligibility for jobs, and will therefore select individuals on the grounds of their ability and suitability for the vacancy based on genuinely required criteria.

Applicants must have proof of Right to Work in the UK.

Informal enquiries should be made to [ausa-hr@abdn.ac.uk](mailto:ausa-hr@abdn.ac.uk)

To apply for this position, please send a completed application form and Diversity Monitoring form (via the vacancy page of the Students' Union website) to [ausa-hr@abdn.ac.uk](mailto:ausa-hr@abdn.ac.uk).

