

JOB DESCRIPTION

Job Title	Activities Development Coordinator	Current Grade	Grade 4
Responsible to	Activities Development Manager		
Responsible for	N/A		
Job Purpose	Drive projects and operational responsibilities that result in the strategic development of all AUSA student activities, volunteering and employability.		
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • Support sports clubs, societies and student groups (student activities) in their development • Supporting elected officers in their activities' projects, campaigns and initiatives • Promote/develop community volunteering programmes • Design and develop skills enhancement programmes • Promote and support volunteering recognition • Support AUSA Student Council Activities committees • Support student activities in raising and securing funds 		
General Duties and Responsibilities	<ul style="list-style-type: none"> • Will provide and deliver proposals/project plans regarding development for student activities to the Activities Development Manager for review. • Provision of research to enable officer engagement with data, national consultations and sectoral trends" in general duties. • Responsible for assisting student activities in making development decisions. • Responsible for assisting student activities development and monitor budgets in line with AUSA policy. • Ensure the provision of appropriate training for all AUSA volunteers. • To ensure that student activities continually develop policies and procedures to allow student activities to carry out their core purpose effectively. • Ensure student activities adhere to all health & safety requirements as laid down to them by AUSA. • Coordinates all procedures required for the annual registration, audit and affiliation of student activities. • Responsible for providing student activities with advice on decision-making in relation to Risk Assessments for events and trips. • Or any other tasks that would be deemed suitable within this role as directed by line manager. 		
Key Relationships	The Activities Development Coordinator will work closely with Association members of staff (in particular, the Activities Development Manager, Activities Administrator, Sports Administrator and Finance & Business Support Manager), the Sabbatical Team, Societies,		

Sports Clubs, Student Groups and volunteers. They will develop a strong relationship within the AUSA Activities Team under the line management of the Activities Development Manager. They will work with points of contact at the University of Aberdeen and a variety of contacts from different student groups within AUSA (such as Student Activity Committee, Societies Union Committee and Sports Union Committee), external AUSA Trustees and with external stakeholders.

The Activities Development Coordinator will forge robust working relationships with staff and will foster a culture of collaboration, team working and inclusiveness.