

Activities Development Coordinator

ATTRIBUTES	ESSENTIAL	DESIRABLE
VALUES	<ul style="list-style-type: none"> • Commitment to student led work • Professional, supportive and helpful to students, staff and stakeholders • Commitment to environmentally sustainable working • Champion of inclusivity and diversity 	
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • Educated to HND level or equivalent work experience 	<ul style="list-style-type: none"> • Degree level • IOSH or equivalent risk assessment work experience
EXPERIENCE	<ul style="list-style-type: none"> • Experience working in a volunteering environment • Experience of supporting, training or mentoring others • Experience of organising and/or delivering training events • Experience of producing development plans, reports or briefing notes to inform decision making • Experience of providing information, advice or guidance to a designated standard of service • Experience of supporting budgeting activities • Experience of Health & Safety and Risk assessment processes. • Experience leading projects 	<ul style="list-style-type: none"> • Experience of working in a membership-led or democratic environment • Managing volunteers • Experience of project management • Experience working with student population
SKILLS, KNOWLEDGE & APTITUDE	<ul style="list-style-type: none"> • Excellent communication skills (verbal, written and online) including diplomacy to diverse audiences • Flexible approach to work • High level of confidentiality • Ability to deal a wide variety of people in a professional manner • Ability to work to and meet deadlines on a regular basis • Ability to work on own initiative and as part of a team • Excellent IT skills, particularly in MS Office applications and video conferencing. Ability to use computer software packages and data entry devices to achieve high levels of accuracy. • Good listening skills and an ability to draw out, through questioning, the views and perspectives of different people • Ability to establish strong working relationships with a wide range of 	<ul style="list-style-type: none"> • Understanding of the higher education sector • Understanding of Student Union Sector • Understanding of Aberdeen University

PERSON SPECIFICATION

	<p>people and organisations, internally and externally</p> <ul style="list-style-type: none">• Excellent organisational and time management skills• Be proactive in identifying potential challenges and work towards creative solutions.• Knowledge of SSS and BUCS	
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