

## JOB DESCRIPTION

<b>Job Title</b>	<b>Student Groups Project Specialist</b>
<b>Salary Range</b>	<b>£25,500 to £29,000 basic per annum (successful candidates will start at the base point of the above salary)</b>
<b>Hours of work</b>	<b>Full Time - 35 hours per week</b>
<b>Reporting to</b>	Student Groups Function Manager through to Director of Membership Services
<b>Responsible for</b>	Student Staff and Volunteers as required
<b>Purpose of the Post</b>	<p><b>Responsible for:</b> working with the Student Opportunities team to deliver the assigned objectives of the function.</p> <p>The Student Groups Project Specialist is responsible for supporting, facilitating and developing the Union's diverse community of Student Groups activity that includes groups of students with commonalities around: physical activity, social, shared interest, shared community and cultural and academic groups.</p> <p>In addition, the postholder will be supporting and empowering the committee members in their roles as student leaders as well as working to continually engage and enable an outstanding experience for the 10,000+ group members.</p> <p>The postholder has responsibility for University partnership working, in particular regarding academic societies and collaboration with University Sport and Recreation</p> <p>The postholder leads on assigned function projects as required and will ensure that they support the wider function team to deliver the function objectives and goals. This includes deputising for colleagues within the function when and where required.</p>

### ROLE SPECIFIC DUTIES

- **Responsible for the delivery of Student Groups function activity** - to deliver the agreed outcomes & requirements from annual plans and to support strategies, deliver group budget management, department resources and risk management, support the upholding and delivery of departmental objectives to fulfil the UPSU vision, values and strategy
- **Line management of Student Staff** - as required, support the recruitment, induction and training of student staff, ensuring their understanding and adherence to expectation of work assigned, recognising their success and working with Line Manager to address any concerns
- **Oversight of Volunteers** - Support the recruitment of volunteers, induction and training, ensuring their understanding, empowerment and development and recognising their successes.
- **Operational delivery and leadership for assigned projects, tasks and process to:**
  - **Support the delivery of student group & member development** - collaborate with Student Leaders Specialist in the design, source and support training opportunities for student groups and ensure adequate records of training are kept. Source new opportunities and analyse gaps in training and student engagement taking action to rectify.
  - **Ensure the engagement, outreach, support and empowerment of our committees and 10,000+ student group members** - maintain outstanding information, advice and support channels, working with the committees and the student group members voice to ensure they have an outstanding experience and satisfaction remains high
  - **Provide ongoing support for student groups** - Undertake, implement and continuously review development plans and budget management for all groups involved within the Union.
  - **Student community outreach responsibility** - Source communities of students to enable new groups to start and develop activities to engage identified student communities - To strengthen an offer for the wider student cohort.
- **Facilitate, manage, support and develop tools and processes to empower student groups to achieve**

**their aims and capture impact** - Capturing and communicating groups activities and events to pass to central marketing, maintaining records of and relevant equipment, ensuring high standards of health and safety and maintaining systems that ensure legal compliance. Liaising with project support to elevate and enhance student groups activity.

- **Supporting Projects and Objectives of the Wider Student Opportunities team** - to provide support to delegated Union Wide and officer matrices as identified within the team and to hold and maintain an understanding of the project resource in order to support students, UPSU staff and Elected Officers with project delivery (not just projects that are limited to student groups) as and when required.
- **Critical University Partnership Support** - Maintain and strengthen our partnership across the University - Embedding student group activity across campus. In particular, ensure strong collaborations with Sport and Recreation and also with course leaders in support of academic societies
- **Support development of & collaboration with community groups & external partners** - Continuously source new partnerships and collaborations with external partners, creating and maintaining new relationships and community connections to benefit student activity, whilst reporting and highlighting changes within the sector, which may affect certain group activity.
- **Elected Officer/Student Volunteer Support** - Support the elected Development Officer and relevant student executives and volunteers in their roles as required. Embed the involvement of elected reps in delivery and development of activity.

### GENERAL DUTIES

- The Union operates on a matrix framework, so in addition to responsibilities relating to own job role all employees will be required to work on Union wide projects and may be required to manage people and resources outside their distinct role remit. At all times employees are required to work collaboratively with colleagues and elected student representatives across Union projects and work streams as required.
- All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All employees are individually and collectively responsible for working to the Union's values.
- To ensure that stakeholders' expectations are exceeded whenever possible employees will be required to support the gaining of and acting on feedback as part of day to day activity.
- The Union considers regular and ongoing personal development/training as essential to role delivery and Union development. It is expected that employees undertake any such development/training offered as is reasonably practicable.

[COMPETENCY AND RESPONSIBILITY FRAMEWORK](#)  
[LINK TO PERSON SPECIFICATION](#)

### OTHER DUTIES

The nature of the post will, at times, require additional commitment over and above normal responsibilities and hours. The requirements will always be commensurate with the role and employees are required to undertake such duties as requested.

I \_\_\_\_\_ (*print name*), by signing below, agree with the above Job Description

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_