

Job Description: Academic Societies Coordinator

Job Title:	Academic Societies Coordinator	Responsible to:	Academic Engagement Manager
Salary:	£24,000 to £24,500	Location:	Hatfield
Responsible for:	The post holder will supervise student staff.		
Responsible to:	The post holder reports to the Academic Engagement Manager as well as working closely with other staff, Students' Union Managers, Senior Managers and Elected Officers.		
Contacts:	The post holder will work with students, Students' Union Managers and senior managers, staff and elected officers and University staff.		
Purpose:	Your primary objective will be to enhance the academic experience of our diverse student community by facilitating the development and growth of academic societies.		
The Role:	Herts SU is seeking a highly motivated and organised individual to join our team as an Academic Societies Coordinator. In this role, you will be responsible for supporting and coordinating activities related to academic societies within the Students' Union.		

Key role requirements:

In this role, you will be responsible for supporting and coordinating activities related to academic societies within the Students' Union. Your primary objective will be to enhance the academic experience of our diverse student community by facilitating the development and growth of academic societies, liaising with different departments to enhance marketing and event collaboration to enhance School community and ensure student leaders feel empowered to lead the society via training and consistent support.

Vision:

Our vision at Hertfordshire Students' Union is that we put students first. Our Student Development team is a core part of our vision, and the role of Academic Societies Coordinator is essential in building School community and empowering students.

Values:

We're looking for someone who lives our everyday values of innovation, collaboration and friendliness whilst ensuring our students' union is truly representative of Herts students. We encourage our team to have fun at work while never losing sight of our vision.

Service Excellence:

We go above and beyond for our students and each other – we're committed to providing excellent service across the board and we support each other to prioritise this every day.

Equal Opportunities:

We encourage applications from students with a diversity of backgrounds and experiences to reflect the current student population. We welcome all applications regardless of a persons' race, sex, disability, religion/beliefs, sexual orientation, or age.

Key Responsibilities

1. Society Support:

- Provide support to academic societies, assisting them in their daily activities and admin.
- Act as a liaison between academic societies and the Students' Union, ensuring effective communication and collaboration.
- Work with the Community Events team to assist societies in organising events, workshops, and activities related to their academic interests.
- Help societies in securing grant funding, obtaining necessary resources for their events, network with guest speakers etc.
- Manage the process of society elections in line with Union democratic procedures and in partnership with other teams in the SU.
- Support the planning, delivery, and evaluation of the academic society auto-enrolment project.

2. Society Development:

- Encourage the creation of new academic societies based on student demand and collaborate with academic staff to identify areas where new societies can be formed.
- Assist in the establishment and registration of new academic societies, ensuring compliance with the Union's policies and procedures.
- Conduct assessments of society processes and activity and provide recommendations for improvement.

3. Training and Workshops:

- Develop and deliver training sessions and workshops for academic society committee members on topics such as event planning, marketing, and budget management.
- Organise and coordinate networking events and forums where society committee members can share best practices and learn from each other.
- Provide resources and materials to societies to help them effectively promote their activities and engage with the student body.
- Develop and deliver training sessions for student leader groups such as Student Representatives and School Community Organisers to increase collaboration and awareness of academic societies.

4. Budget Management:

- Work closely with the Academic Engagement Manager to ensure academic societies adhere to the Union's financial regulations and procedures.
- Assist societies in developing budgets for their events and activities, providing guidance on cost-effective planning.
- Monitor society expenditure and provide ongoing support to help societies stay within their allocated budgets.
- Work with academic societies to help them to increase their membership and resource.

5. Marketing and Promotion:

- Collaborate with the Marketing team to develop marketing strategies to promote academic societies and their events.
- Assist societies in creating engaging content for social media platforms and the website.
- Ensure academic societies are well-represented at relevant Union events and campaigns.

6. General

- Keep abreast of relevant national and local developments, changes in legislation, and good practice and attend conferences, training events and meetings, as necessary.
- Work dynamically and undertake any other reasonable duties which may be required.
- Always aspire to the highest standards of customer care and, in conjunction with other relevant Union staff, to identify and respond to student needs.
- Always respect the democratic structure of the Students' Union.
- Always abide by Hertfordshire Students' Union Memorandum and Articles of Association, and Union Policies and Procedures.

HERTS SU

- Work to always promote a positive image of Hertfordshire Students' Union.
- Be aware of the department's impact on the environment and to work within the environmental policies of the Union and the University.

Person Specification

	Assessed: Application (A) Interview (I) Presentation (P)
Educated to Degree level or equivalent	A
Ability to identify and implement improvements in all projects	A/I
Excellent written and verbal communication skills	A/I/P
Experience of delivering communications using a range of resources and channels	I/P
Experience in working with groups of stakeholders or within a membership organisation	A/I
Ability to create and maintain strong working relationships with a wider range of people including staff, students and external providers	I/P
Ability to overcome hurdles and problems in a constructive manner	I/P
Reliable and friendly	I/P
Outstanding customer service skills	I
Ability to work under pressure	I
Able to work evenings and weekends as required	A/I
Self-motivated and enthusiastic	I
Punctual and well organised	I
A good team player and pro-active	I
Facilitative of others' ideas and non-judgmental	I
Commitment to Equal Opportunities and understanding of its relevance to Students' Unions	I

This job description is intended to convey information essential to understanding the scope of the Academic Societies Coordinator role at the University of Hertfordshire Students' Union. It is not an exhaustive list of responsibilities, and additional duties may be assigned as necessary to meet the goals and objectives of the Union.