

JOB DESCRIPTION

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| **Job Title:** | **Societies Support Officer** |
| **Department:** | **Student Union Support Services** |
| **Location:** | **Paisley, Lanarkshire or Ayr**  |
| **Salary:** | **£10.90** |
| **Hours of Work:** | **Ten hours per week** |
| **Type of Contract** | **Fixed Term until May 2024** |
| **Reports to:** | **Student Opportunities Coordinator**  |
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| This role exists to support societies to undertake their activities, from organising social events to hosting meetings, with a view of building society engagement.  |
| **Key Responsibilities:** |
| * Help societies organise their events, be it meetings, social gatherings, or trips, making sure these activities are followed through on.
* Help to support societies that are new, build their membership and give student sufficient notice of their activities.
* Helping society leaders turn their ideas into reality.
* Meet regularly with society leaders at the direction of the Student Opportunities Coordinator to help the groups keep their momentum.
* Answering basic enquiries from the societies team.

**Societies Council Support*** Help encourage societies to attend Societies council and help facilitate the meetings.
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Person Specification

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| **Qualifications / Training / Continuous Professional Development** | **Essential or Desirable** |
| 1. Higher English or equivalent qualification
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| 1. Strong Evidence of a commitment to continuous professional development, through attendance at training, conferences, and self-learning.
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| **Knowledge and Experience**  |
| 1. Good knowledge of Student Societies and their functions in Student Unions
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| 1. Experience of working with or supporting small / medium groups to achieve their goals
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| 1. Experience in assessing risk
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| 1. Fluent in English, both spoken and written
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| 1. Experienced in the use of MS Office Software, including Excell, Word and Outlook.
 | E |
| **Skills** |
| 1. Excellent Organisational Skills
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| 1. Excellent Communication Skills
 | E |
| 1. Good Critical Thinking Skills
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| **Personal Qualities** |
| 1. Desire to work within a democratic student led environment
 | E |
| 1. Understanding of commitment to equality of opportunity
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| 1. Reliable and trustworthy
 | E |
| 1. Team focussed
 | E |
| 1. An excellent communicator with the ability to forge strong networks and relationships
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| 1. Self-motivated and enthusiastic
 | E |
| 1. Fun and approachable
 | E |