

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. | |

Person Specification

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