**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | Students’ Union Sports & Societies Coordinator | **Job ref no:** | PSD-0071-25 |
| **Grade:** | 3 | **Department:** | Students’ Union |
| **Accountable to:** | Head of Students’ Union | **Responsible for:** | N/A |
| **PS created by/ or reviewed by:** | Callum Roberts | **Date PS created/ reviewed:** | 13/01/25 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
|  | Educated to degree level or equivalent experience |  |
| **Demonstrable relevant experience** |  |  |
|  | Experience in supporting and developing student or young person led groups. | Experience in delivering training and development programs for student leaders. |
|  | Proven track record in event coordination and logistics, including planning and delivering large-scale events. |  |
|  | Experience in financial oversight, such as budgeting, fundraising, and expenditure tracking for student activities. |  |
|  | Familiarity with health and safety regulations, including conducting risk assessments for student-led activities. |  |
| **Skills** |  |  |
|  | Strong organisational skills, with the ability to manage multiple tasks and meet deadlines. | Understanding of the operational needs of student sports clubs and societies within a university setting. |
|  | Proficiency in using digital tools and platforms to support administrative tasks and student engagement. |  |
|  | Knowledge of inclusivity and accessibility practices, with a commitment to promoting these values in student activities. |  |
|  | Ability to analyse data and provide strategic recommendations for the development of student groups. |  |
| **Communication** |  |  |
|  | Excellent communication skills, both written and verbal, with the ability to engage effectively with a diverse student population. |  |
| **Behavioural** |  |  |
|  | Enthusiastic and proactive approach to supporting student initiatives and enhancing the student experience. |  |
|  | Ability to work both independently and collaboratively within a team environment. |  |
|  | Commitment to continuous professional development and staying informed about best practices in student activities coordination. |  |
| **Special Requirements** |  |  |
|  | Flexibility to work occasional evenings and weekends to support key student events and activities. | Understanding of the importance of volunteer support and motivation, ideally with experience working with young people. |