**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the College in consultation with the post holder.

|  |  |
| --- | --- |
| **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**: Supporting and developing student-led sports clubs, societies, and activity groups |

|  |
| --- |
| **Job summary:** The Students' Union Sports & Societies Coordinator is responsible for the operational and administrative support of sports clubs and societies within the Royal Veterinary College Students' Union (RVC SU). This includes enhancing student engagement, promoting inclusivity, and supporting student leaders in delivering safe, innovative, and high-quality activities. The role works collaboratively with students and staff to provide an enriching extracurricular experience. |
| **Competency: Student Group Support and Development**  **Key tasks:**   * Serve as the primary contact for sports clubs and societies, advising on governance, planning, and activities. * Facilitate training and development opportunities for committee members, such as leadership, financial management, and event planning. * Promote inclusivity and accessibility in all sports and societies, supporting underrepresented groups to get involved. * Coordinate research into the growth and development of student groups, making recommendations for change and actively encouraging the establishment of new groups. |
| **Competency: Event Coordination and Logistics**  **Key tasks:**   * Assist student groups in organising and delivering events, including liaising with internal and external stakeholders. * Manage the booking of facilities, equipment, and transport to ensure smooth operations for club and society activities. * Support the coordination of large-scale SU events, such as welcome fairs, sports awards, and society showcases**.** * Be the main point of contact for BUCS and LUSL enquiries. * Coordinate BUCS and LUSL fixtures, including inputting scores. |
| **Competency: Financial Oversight and Administration**  **Key tasks:**   * Support societies and sports clubs with financial processes, including budgeting, fundraising, and expenditure tracking. * Ensure compliance with SU and College financial regulations. * Review and process funding applications, providing feedback and guidance where necessary. |
| **Competency: Health, Safety, and Compliance**  **Key tasks:**   * Ensure all student-led activities meet health and safety requirements, including risk assessments and safeguarding measures. * Provide guidance on policies related to inclusivity, sustainability, and student wellbeing. * Maintain up-to-date records of club constitutions, memberships, and activities. |
| **Competency:** **Communication and Engagement**  **Key Tasks:**   * Promote sports clubs and societies through SU communication channels, including newsletters, social media, and the website. * Actively seek feedback from students to improve the support and resources offered by the SU. * Ensure the outcomes and activities of student societies are promoted and recognised, supporting students in translating their experiences into employability credentials. * Celebrate student achievements through awards, events, and promotional campaigns. |
| **Competency:** **Data Analysis and Strategic Development**  **Key Tasks:**   * Prepare and analyse membership data monthly and annually, conducting gap analyses and gathering student feedback. * Make recommendations for development based on data insights, identifying areas to enhance the SU’s offerings to better meet student needs. * Monitor the performance of student groups and support targeted development initiatives. |
| **Flexibility:** The post holder is expected to have a flexible approach to working hours and tasks, including occasional evening and weekend work to support key student events and activities. |