

## JOB DESCRIPTION

Job Title:	Student Group Coordinator (MedSoc)
Responsible to:	Volunteering and Employability Manager
Responsible for:	Student Staff Team (when appropriate)
Summary of Post:	To develop the capacity of the student groups within MedSoc (the Medical School's group and associated societies) to enable the students to maximise their potential. The support will include the administration of relevant training, tailored support for specific initiatives and assisting groups to plan for their year through attracting membership and delivering their activities.

## DUTIES & RESPONSIBILITIES

1. To work with the Volunteering and Employability Manager to facilitate involvement and engagement with MedSoc and associated societies, and to develop their capacity to enable them to achieve their potential.
2. To provide and facilitate excellent customer service to MedSoc and associated societies ensuring reviews and evaluations take place to improve and develop the service.
3. To cover the co-ordination of the student staff team to enable the team to provide the most effective and efficient service to all customers when required to do so.
4. To support the Volunteering and Employability Manager in developing effective policies, processes, procedures and systems for the department.
5. To produce up to date literature, information and reports, to be communicated to Guild departments and MedSoc, as required for the effective running of the department.
6. To provide financial guidance to MedSoc and associated societies in the preparation and management of their budgets, including monitoring accounts, fundraising, and providing budgetary support where needed.
7. To operate evaluation and monitoring systems of all aspects of the MedSoc societies frontline services ensuring feedback is given in line with the Guild's feedback procedure.
8. To support the Volunteering and Employability Manager in facilitating the process for MedSoc society grants, alongside relevant officers and committee members.
9. To support the Volunteering and Employability Manager in enabling MedSoc societies to identify their training needs and to assist in the design and delivery of training.
10. To effectively maintain and develop the relevant areas of the Guild of Students' website.

11. To undertake appropriate training and personal development as required for the role
12. To adhere to all relevant Guild policy with particular reference to staffing, health & safety, environmental and any relevant Guild policy where it may impact upon your role.
13. To participate as a member of the Jobs, Skills and Volunteering department, Support and Development directorate and wider Guild team.
14. To support the work of the Jobs, Skills and Volunteering team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
15. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
16. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

November 2019

### Person Specification: Student Groups Coordinator (MedSoc)

	You should be able to demonstrate in your application	Essential	Desirable
	<b>QUALIFICATIONS</b>		
1	Good general education to A level standard, typically including Maths and English at least to GCSE C, or equivalent	✓	
	<b>KNOWLEDGE AND EXPERIENCE</b>		
2	Twelve months relevant experience in an administrative role with responsibility for managing and developing administrative systems	✓	
3	Knowledge of student activities and related issues in Higher Education	✓	
4	Experience of dealing with customers face-to-face, over the telephone and via e-mail	✓	
5	Experience of marketing and/or organising events	✓	
6	Experience of developing relationships with students and stakeholders to deliver objectives	✓	
7	Experience of working on projects within a given timeframe	✓	
	<b>SKILLS AND ABILITIES</b>		
8	Ability to communicate effectively with students one-to-one and in groups	✓	
9	Ability to balance the needs of individuals and team/organisation	✓	
10	Ability to contribute to organisation-wide initiatives	✓	
11	Information gathering skills, for example acquiring knowledge of relevant legislation, volunteering issues and community need	✓	
12	Ability to work effectively within a democratic structure		✓
13	Ability to take a constructive and co-operative approach to solving problems	✓	
	<b>PERSONAL QUALITIES</b>		
14	Understanding of and a commitment to Equality of Opportunity	✓	
15	Team focussed approach	✓	
16	Self-motivated	✓	
17	Flexible	✓	
18	Committed to continuously improving service delivery	✓	
19	Customer focus	✓	
20	Persistent & able to persuade others to meet your deadlines	✓	
21	Attention to detail	✓	