Student Groups Coordinator

£25,962

35 hours per week

Passionate about student experience? We have an exciting opportunity within our Societies Team to support our growing societies programme.

Who we are

We have a fantastic opportunity for you to join the Societies Team here at Hallam Students' Union. Here at the Union, we provide excellent services, opportunities, and facilities for its diverse membership of over 35,000 students. With students at the very heart of all we do, the Students' Union exists to represent students' academic interests, help them to look after their wellbeing and ensure we give our students quality opportunities during their time at Sheffield Hallam.

What's the job?

Within this role, you will be responsible for the administration and development of our student groups, both social societies (which includes faith, cultural, hobbies and active societies) and academic societies. Therefore, it is essential for the successful candidate to have experience of working with groups from diverse backgrounds, together with planning and facilitating events in this area. An ability to collaborate is also essential, as the successful candidate will need to partner with the student population, alongside Sheffield Hallam University Academic staff.

Who you are:

You will be self-motivated, efficient, able to work on your own initiative and able to prioritise your workload, whilst also assisting the manager in the delivery of operational plans, strategy, and related targets. It is also essential that the successful candidate is aware of current trends amongst students and the social media platforms they are currently utilising.

This role will give you the opportunity to not only enhance the student experience, but contribute to the growth and development of strong, vibrant student groups, by being part of an exciting team, and all the variety and innovation this brings at Hallam Students' Union.

Why apply?

Apart from being paid for a job you will love, there are other benefits for joining us. We have a culturally diverse and progressive atmosphere; you will get generous paid holidays and flexible working patterns. We are professionals and take pride in the work that we do but we also do not take ourselves too seriously, so expect a casual dress code and work environment. You will also be eligible to apply for a TOTUM (NUS Extra) discount card, accessing a range of savings from leading retailers. Alongside that, we understand the value and importance of our staff continuously developing personally and professionally.

We're committed to equality of opportunity for all. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability status. We want to support diverse and inclusive work environments and are actively looking for people who share our values.

If you would like any further information or an informal enquiry about the role please contact Trinity Davis (Social & Civic Engagement Manager) at Trinity.Davis@shu.ac.uk.

For further information and an application pack (please note we do not accept CVs without the supporting documents), please visit the Sheffield Hallam Students' Union website

https://www.hallamstudentsunion.com/jobs-with-shusu/.

Closing date for receipt of all applications is **10am on Monday, 7th December.**

Interviews are currently planned to be held on **Tuesday, 15th December.**