

Societies Assistant Job Description

Salary: £13.45

Responsible to: Social & Civic Engagement Manager

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. Purpose of Post:

To support the Societies Team in the delivery of the HSU Societies programme. The role will provide practical and administrative support to societies, assist with the planning and delivery of society events and activities. The postholder will support society committees and members, contribute to the development of a fun, welcoming, accessible and inclusive societies community, and undertake any other duties that may reasonably relate to the delivery and development of the Societies programme.

2. Main Duties and Responsibilities:

- Support the day-to-day running and administration of student societies.
- Support societies with the organisation of activities, events and socials.
- Promote societies and SU activities through the relevant channels.
- Support society committees with information, resources and guidance.
- Support any training and development sessions to societies, including inductions.
- Support Society Fairs, taster sessions and other key activity.
- Help the team maintain accurate society information, records and data.
- Help create a fun, welcoming and inclusive society culture.
- Act as a positive ambassador for Hallam Students' Union and the societies programme.
- Support any relevant SU activities and events where necessary.

PERSON SPECIFICATION

Job Title: Societies Assistant

Requirements		Essential Desirable	Assessed by *
1	Qualifications/Training		
1.1	Must be registered on a Sheffield Hallam University Course	E	A
1.2	Willingness to undertake any training necessary to improve service delivery	E	A/I
2	Experience		
2.1	Experience of undertaking administrative tasks	E	T
2.2	Good customer service skills	E	A/I
2.3	Experience of working with and engaging diverse groups of people	E	A/I
2.4	Experience of societies and how they operate	D	A/I
3	Knowledge, Skills & Attributes		
3.1	An understanding of the Students' Union and their opportunities	D	A
3.2	Have a good attention to detail and ability to organise your time and workload independently to deadlines	E	A/I
3.3	Effective communication skills, both written and verbal, including experience of delivering presentations, public speaking and communicating with people at all levels	E	A/I
3.4	Strong IT skills including MS Outlook, Excel and any relevant online systems	D	A
3.5	Commitment to and understanding of inclusion within a diverse and multicultural environment	E	A/I
3.6	Ability to think creatively about projects and use initiative when problem-solving	E	T
3.7	Able to work evenings and weekends when necessary	E	I

***A – Application, T – Task, I – Interview**