

## Candidate Information

**Position:** Societies Development Officer  
**School/Department:** Students' Union  
**Reference:** 22/110033  
**Closing Date:** Monday 15 August 2022  
**Salary:** £24,871 - £28,756 per annum.  
**Anticipated Interview Date:** Monday 29 August 2022

### JOB PURPOSE:

To assist in the ongoing support and further development of 150+ ratified Societies at Queen's.

The postholder will be responsible for assisting in the implementation of key Society-related objectives within the Students' Union Strategic Plan. They will work alongside colleagues, student officers, and Society members to enhance the student experience at Queen's by delivering training, assistance, and development opportunities to ratified Societies.

### MAJOR DUTIES:

1. To act as the main point of contact for queries from approximately 150 Societies at Queen's, providing advice and assistance as required.
2. To support the retention and recruitment of Societies and their members, including by: helping students to create Societies, offering support for Societies to find and register members, and liaising with inactive or struggling Societies to help them return to activity.
3. To coordinate a programme of regular developmental training for Society committee members at Queen's, and to undertake regular reviews and training needs analysis to ensure the training needs of Queen's Societies are being met.
4. To provide effective advice and support to Societies to ensure that they operate within the policies, procedures and strategies of the Students' Union and Queen's University, to include, but not limited to: statutory, financial, and insurance regulations; governance requirements; health and safety; policies relating to procurement, marketing, conduct, data protection, and equality, diversity and inclusion.
5. To assist in assessing grant applications and the disbursement of funds to Societies, and to proactively assist with identifying appropriate fundraising opportunities for Societies, including the Queen's Annual Fund and external bursaries and sponsorships.
6. To provide expertise and support to student leaders in coordinating Society events and activities, empowering, challenging, and supporting them to further their personal development.
7. To assist the Clubs and Societies Coordinator in collating and maintaining databases and records of student groups, memberships, and key internal and external contacts, ensuring that this information is up-to-date, secure, and held in compliance with relevant data protection guidelines. To support relevant committees and reporting mechanisms when required.
8. To assist, as part of a team, with the planning, organisation, and delivery of key SU-run events, including the Freshers' and Refreshers' Fairs and the SU Awards. To identify opportunities to deliver Society-specific recruitment and recognition events and to lead in their delivery.
9. To foster relationships with national networks and initiatives such as the Board of Irish College Societies, the National Societies Awards, and NUS Connect Communities of Practice in order to maintain an awareness of current standards in the sector and opportunities for Society recognition, development, and reward.
10. To maintain a broad awareness of Society achievements and events and use a variety of social media outlets to promote the activity of Societies at Queen's, and to ensure Society and their members are aware of reward and recognition schemes such as Degree Plus.

11. To work with colleagues, student officers, and Society members to increase participation in Societies from across the student population. Encourage Societies to get involved with SU- and University-wide initiatives and opportunities, such as included within the Student Wellbeing Strategy.
12. Any other duties commensurate with the post that feed into the support and development of Societies at Queen's.

**ESSENTIAL CRITERIA:**

1. Relevant academic/vocational qualifications at ONC/OND, A Levels, NVQ 3 level in relevant subject. Alternatively, applicants with significant relevant experience may be considered.
2. Minimum of 4 years' recent relevant experience in a paid or voluntary capacity, in a range of environments including schools / clubs / community / third level settings.
3. Experience of organising training / induction sessions.
4. Experience of working with students or young persons in a one-to-one capacity.
5. Previous recent relevant administration experience.
6. Demonstrable experience of providing excellent customer service.
7. A knowledge and understanding of the benefits of extra-curricular activities to students.
8. A broad knowledge of essential legislative issues such as health and safety etc.
9. Well-developed IT skills to include Word, PowerPoint, Excel, Access and web.
10. Excellent written and verbal communication and interpersonal skills.
11. Ability to work on own initiative as well as part of a team.
12. Excellent interpersonal skills, able to build relationships with people at all levels.
13. Well-developed time management skills including the ability to set and meet deadlines and to prioritise work.
14. Ability and willingness to, where required, work flexible hours to meet the needs of the service (i.e. evening, weekend, public holiday work).

**DESIRABLE CRITERIA:**

1. HND or University degree.
2. Experience of working within a democratic or membership environment (including local government, the voluntary or charitable sector, and in particular, universities or students' unions).
3. Experience of working in partnership with or alongside elected representatives.
4. Experience of supporting student involvement in extra-curricular activity.