

## JOB DESCRIPTION

### Student Volunteering Organiser (Sports/Societies)

DEPARTMENT: Student Communities

DEPT PURPOSE: To lead and support the development, impact and operations of communities for University of Sheffield students, facilitating meaningful connections for students based on needs, identities and interests, expanding experiential opportunity and participation, removing barriers to access, and building student belonging.

REPORTING TO: Student Development and Opportunities Manager

DIRECT REPORTS: N/A

PURPOSE OF  
ROLE: To deliver and support Sheffield Students' Union's community volunteering offer - supporting student leaders and volunteers to deliver successful sports and societies projects, activities and events with the local community

- IN PARTICULAR:
1. **Student opportunities & development:** to coordinate sports and societies volunteering projects and events, and support student leaders to deliver successful community activity
  2. **Activities:** to deliver activity in accordance with relevant policies and procedures, legislative frameworks, and other guidance
  3. **Volunteering development:** to support the development of the Volunteering Service, maintaining relevant knowledge and relationships,

## KEY RESPONSIBILITIES

STUDENT OPPORTUNITIES & DEVELOPMENT	
Mentoring & support	To recruit and support student leaders and volunteers to deliver successful community activities, ensuring compliance with good practice, policies and legal requirements, and providing advice and guidance on all aspects of event / project management.

Promotions,	To organise creative promotions, oversee collation of relevant information.
<b>ACTIVITIES</b>	
Policies & procedures	To deliver activity in accordance with relevant policies, processes or legislative frameworks, developing, maintaining and implementing knowledge, particularly in relation to health and safety, and safeguarding, and delivering to agreed targets, budgetary controls and other performance measures, as required.
Records & reporting	To maintain accurate records in relation to the number and type of activities, student participation, beneficiaries, financial expenditure, and other data as required, producing reports as and when requested.
Equality, Diversity & Inclusion	To identify and remove barriers to participation and support the breadth and diversity of the student membership, particularly underrepresented and disadvantaged groups, to access and engage with activity that meets their needs and interests.
Sustainability	To support reduction of the Students' Union's negative impacts and promotion of social justice in our student and wider communities.
<b>VOLUNTEERING DEVELOPMENT</b>	
Stakeholder relationships	Identify and maintain successful stakeholder relationships with consideration to issues such as student aspirations and motivations, barriers to engagement, quality of experience and diversity of opportunity.
Supporting & identifying new ideas	Monitor student, community and sector trends, inputting into relevant department planning, identifying gaps and suggesting solutions, and supporting students to develop and introduce new activities, as appropriate.
<b>GENERAL DUTIES</b>	
General	Other duties, as may be reasonably prescribed, appropriate to the grade and responsibilities of this post.

## PERSON SPECIFICATION

	Criteria
Experience	
1	Knowledge of how to organise events or activities, safely and successfully
2	Knowledge of policies or legislative frameworks, for example, health & safety, safeguarding, or similar
3	Knowledge and experience of community volunteering or activities
4	Understanding of student development and the issues impacting students in a higher education setting
Skills	
5	Organisational skills with ability to manage own time effectively, prioritise tasks and meet deadlines, whilst maintaining attention to detail
6	Excellent interpersonal and communication skills, written and spoken, with an ability to deal with a wide range of people
7	Familiarity with using a range of digital, web and software tools
8	Ability to work independently, use own initiative and problem solve
9	Ability to monitor expenditure