



**Job Pack**

**Departmental**

**Societies**

**Coordinator**

# Chief Executive's Introduction

**Dear applicant,**

I am delighted that you are interested in applying for the role of Departmental Societies Coordinator at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Securing a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [Impact Report 2023](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

**John Dubber**  
Chief Executive



# About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 90 career staff and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

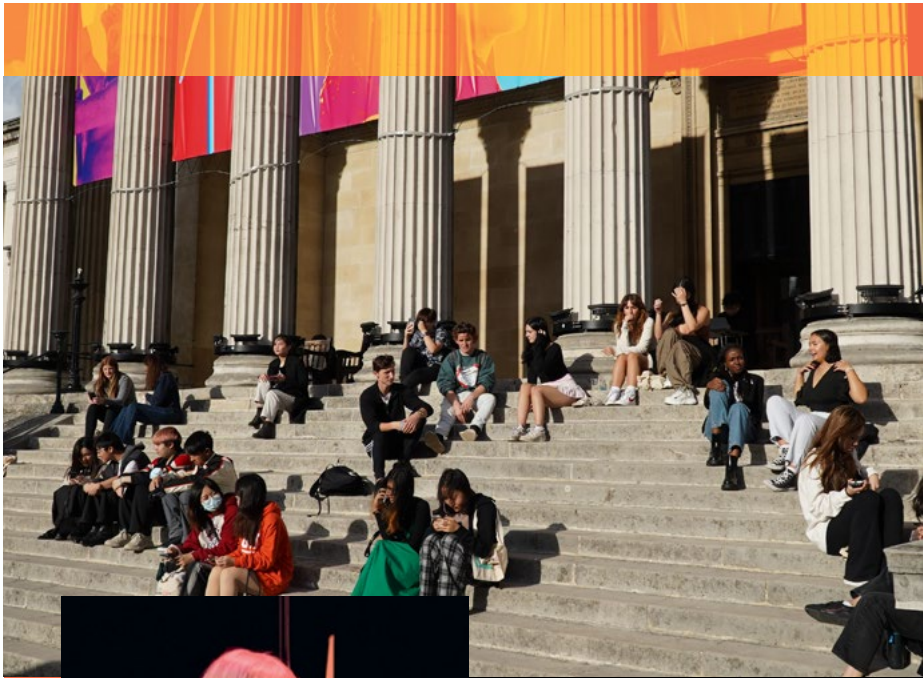
Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

## Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, with over 350 clubs and societies – with 20,000 members – including all sport, music and performing arts provision at UCL.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Six cafés, four bars, one merchandise shop, a gym, and two convenience stores.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.



# Student Life Strategy

## Departmental Societies

Departmental societies deepen students' sense of belonging in their department, are a conduit for insight into the student experience and add incalculable value to the UCL learning community. Our vision is to reimagine departmental societies as pioneering student-led hubs for extra- and co-curricular activities within every department at UCL, inspiring students and staff to come together, forming an intellectual partnership which transforms the student experience at a departmental level.

## Where we are

In 2021 we created a new model of support for departmental societies, working with existing non-affiliated groups and colleagues across the institution to understand how best to support the development of thriving departmental learning communities. We now have 28 affiliated groups and 3000 active members, the beginnings of a new development and awards scheme, and a clear structure for affiliation and bespoke support from both Union and departmental staff.

## Where we want to be

We aspire to affiliate all existing departmental societies, creating new departmental or course based groups where a need is identified. This will enable thousands more students to benefit from tailored support, training, and resources, providing opportunities to develop new partnerships and create innovative activities designed to build inclusive, vibrant communities at a departmental level. Our student leaders know what their peers want, and, with the right resources and partnerships in place, they can build a real sense of belonging and pride in their cohort, bridging the gap between the academic and 'extra-curricular' sphere.

Read more at [studentsunionucl.org/student-life](https://studentsunionucl.org/student-life).

# Job Description

Job Title: **Departmental Societies Coordinator**      Department: **Societies and Projects**  
 Reports to: **Departmental Societies Manager**      Grade: **6**

## Purpose of the Job

The Departmental Societies Coordinator will be a vital role in bridging the gap between the academic and ‘extra-curricular’ spheres as part of the Student Life Strategy. The role will provide accurate, consistent, and innovative support to the departmental societies, committees and volunteers the Activities team supports. The role will put students’ experience at the forefront of everything we do, focusing on building strong relationships with key stakeholders, supporting inclusive and vibrant communities, and developing co-curricular activities which foster a sense of belonging at UCL – increasing the reputation and reach of the departmental societies programme.

## Duties and Responsibilities

### Programme Delivery

- Act as the key point of contact for departmental and academic societies and the communities they support.
- Coordinate regular development meetings with societies, supporting groups to set and achieve yearly targets.
- Provide administrative support for societies across a range of functions such as event planning, financial management, and training.
- Work with student leaders to increase engagement with societies, ensuring students engaging with the Activities Department have purchased relevant memberships.
- Support the Society Development Awards programme, empowering student leaders to meet criteria for relevant awards.
- Coordinate and deliver training to support departmental society officers.
- Seek feedback from key stakeholders with a specific focus on club and society presidents and treasurers, to help inform the development of Student Activities processes and procedures.

### Community Development

- Work with colleagues across the Union and UCL to coordinate the development and substantial expansion of our departmental societies programme and community, in line with the Student Life Strategy.
- Establish relationships with departmental, faculty and senior UCL staff to identify opportunities to increase support for departmental groups.
- Develop greater collaboration between departmental societies and academic representatives, working together to build a better education at UCL.

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- Coordinate research and consultation with students and other stakeholders to assess the needs of departmental groups at UCL's new campus UCL East.
- Implement a support model for departmental societies to ensure their sustainability.
- Coordinate a series of activities to raise the profile of our departmental societies.
- Support departmental societies to deliver co-curricular events and activities with a focus on supporting a greater sense of belonging at UCL.
- Work with TeamUCL and Project Active colleagues to support and promote the Union's sport offer as part of a wider departmental society support package.

### **Communication**

- Respond to enquiries in a friendly, effective and efficient manner.
- Act as a key point of contact for society enquiries.
- Ensure you are well equipped to answer a variety of queries and provide up to date information about the department and Union as whole.
- Regularly communicate important information clearly to club and society leaders as directed by the Departmental Societies Manager.
- Support with writing high quality content and copy, keeping our webpages, social media pages and online resources up to date.
- Support with the creation of high-quality content and copy for society training, working with the Departmental Societies Manager to help upskill student volunteers.
- Liaise with the Marketing Department to ensure consistent branding and marketing, implementing relevant marketing plans.

### **Events**

- Coordinating small scale, regular events and activities with student leaders, supporting societies to deliver their core activities.
- Problem solving and troubleshooting small scale events and activities to empower student leaders to deliver their activities.
- Support with the delivery of key departmental events and projects such as Welcome Fair, Awards and Colours and more as required.
- Monitor and record attendance, and assist with the planning, delivery and evaluation of department events, compiling data for written reports as required.

### **Finance**

- Support student leaders to understand and plan effective budgets for their activities over the year, and one-off events.
- Support student leaders to submit relevant forms for key activities.
- Support with applications for grant funding and sponsorship.
- Support with applications for grant funding, helping students to write applications, encouraging applications, and reporting on spent funds.
- Support student leaders to gain sponsorship and maintain relationships with sponsors.

**Administration**

- Support student leaders to understand and plan effective budgets for their activities over the year, and one-off events.
- Support student leaders to submit relevant forms for key activities.
- Support with applications for grant funding and sponsorship.
- Support with applications for grant funding, helping students to write applications, encouraging applications, and reporting on spent funds.
- Support student leaders to gain sponsorship and maintain relationships with sponsors.

**Other**

- The role will require the post holder to work a variety of hours, including regular evening and irregular weekend shifts as directed by the Departmental Societies Manager.
- Liaise with Union departments to resolve queries and build productive working relationships.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- Actively comply and promote UCL's equal opportunity policy.
- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its' grading as requested by the Departmental Societies Manager.
- To take responsibility for personal development, seeking out opportunities to attend relevant training, conferences and events which add value to the role and organisation.

*Note: This job description reflects the present requirements of the post and as duties and responsibilities change/develop the job description will be reviewed and be subject to amendments in consultation with the Departmental Societies Manager.*



# Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
<b>Qualifications</b>				
Undergraduate degree or relevant experience		X		X
A-Level or equivalent qualification	X			
<b>Experience</b>				
Ability to manage conflicting priorities and busy workload, including unscheduled tasks	X		X	X
Experience of creating strong working relationships across a range of stakeholders	X		X	X
Experience of delivering a variety of activities designed to keep communities connected	X		X	X
Experience working in a membership organisation		X		X
Experience of Higher Education		X		X
<b>Knowledge</b>				
Knowledge and understanding of student activities programmes including clubs, societies and volunteering		X	X	X
Knowledge and understanding of university structures, e.g.: academic and course structures, and trends in postgraduate engagement	X		X	X
Commitment to working in a democratic and student-led community	X		X	X
<b>Skills</b>				
Excellent administrative skills and a high level of attention to detail	X		X	X
Proficiency with Microsoft Word, Excel, Outlook, databases and web content management systems	X		X	X
A pro-active and innovative approach to problem solving	X		X	X
Excellent written and verbal communication skills with an ability to adapt communication styles for various purposes and audiences	X		X	X

Continued overleaf

## Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
Use initiative to effectively manage competing demands and high volume of enquiries while maintaining high standards	X		X	X
Excellent interpersonal skills and the ability to work with a diverse range of people	X		X	X
Ability to work collaboratively with others to build communities and networks across a varied range of stakeholders	X		X	X
Ability to coach and empower others to deliver a programme of events and activities	X		X	X
<b>UCL Ways of Working</b>				
Building rapport and being comfortable with others across different cultures and backgrounds	X		X	X
Understanding UCL’s strategic goals, and seeing how your work connects and contributes to this	X		X	X
Responding to colleague, student and stakeholder needs with the intention to provide an excellent service.	X		X	X

## Our Vision

**An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.**

## Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

## Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

## Our Strategic Themes

**Our Vision and Mission will be achieved through delivering four strategic themes:**

**Effective Influence**

**Amazing Experience**

**Vibrant & Inclusive Community**

**Excellent Union**

Read our current strategic plan at [studentsunionucl.org/about-us](https://studentsunionucl.org/about-us).

# Our Values

## Community Building

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

## Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

## Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

## Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

## Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

## Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

## Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

# Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



# Salary and Benefits

The salary range is £34,605 - £39,980 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: [ucl.ac.uk/human-resources/working-ucl](https://ucl.ac.uk/human-resources/working-ucl).

If you have any queries or would like to have a discussion about the role please contact:  
Mark Riley, Departmental Societies Manager, at [mark.riley@ucl.ac.uk](mailto:mark.riley@ucl.ac.uk).



