

AU CLUBS OFFICER

JOB DESCRIPTION 2019



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Position: AU Clubs Officer



Start date: 15th July 2019



Hours of work:

Full time, working 35 hours per week Monday-Friday (with commitment required to work outside the regular working day on occasions as required).



Contract:

Fixed term contract starting on 15th July 2019 and ending on 24th July 2020 (with option to stand for one further year).



Induction: 15th July - 2nd August 2019

In order to take up the role you will be required to undertake 2-weeks of MANDATORY TRAINING. Please ensure no holidays are booked during this time.



Salary:

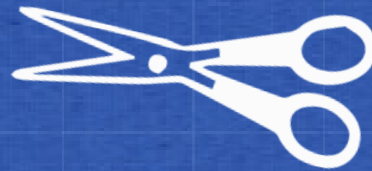
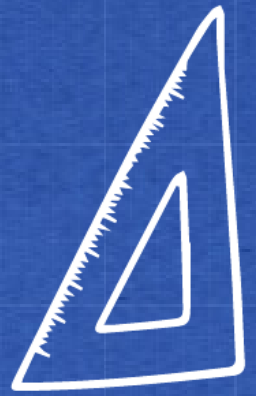
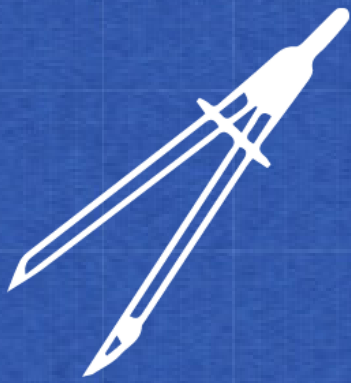
£19,202 per annum (including 20 days annual leave, plus bank holidays and an extra 7 days off at Christmas)

INDIVIDUAL RESPONSIBILITIES:

- To be the elected lead responsible for the delivery of community volunteering for Loughborough Students' Union.
- To provide a comprehensive range of volunteering opportunities for students at Loughborough to support personal development and employability.
- To be an advocate for volunteering and building bridges between communities.
- To act as a central contact point for the community regarding volunteering projects, as well as promotion of the good work volunteers do in the community.
- Uphold the Action Constitution by leading and managing the Action committee and working with them alongside Hall Representatives and Project leaders.
- Record volunteer hours and maintain the Volunteering Halls League table.
- Proactively engage external partners including those within the University and local communities
- To support and facilitate international volunteering projects
- To report into the Students' Union Vice President.
- To work alongside the sabbatical and staff teams to develop and deliver a one year plan which works towards the long term aims of the students union.
- To be able to demonstrate the impact that volunteering has on individuals, the community and the university.

PERSON SPECIFICATION:

- Strong volunteering experience.
- Experience of a broad range of LSU volunteering opportunities including but not exclusive of A-Teams, projects, special events, international projects and working with children or the elderly.
- Thorough understanding of the Students' Union and its values.
- Able to work effectively in a team and as an individual.
- Able to lead and support the Executive Team in their work.
- Ability to be able to work with confidential data.
- Must be able to advocate on behalf of students at Loughborough.
- Able to communicate to a wide range of stakeholders
- Should be personable and approachable
- Needs to be comfortable with conflict resolution
- Ability to manage your own workload and be ready to delegate when necessary
- Must be self motivated and willing to take measured risks.
- A strong desire to lead the best student volunteering group in the world.



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