

SOCIETIES SECTION CHAIR

JOB DESCRIPTION
2019



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SECTION CHAIR: SOCIETIES



Position: Section Chair



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:

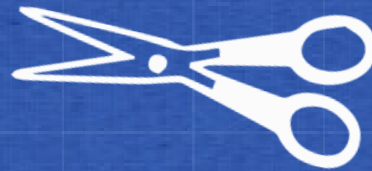
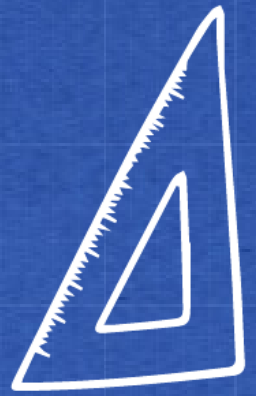
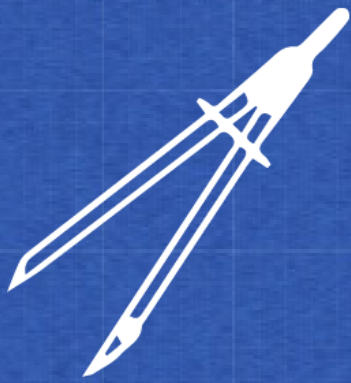
£19,202 per annum (including 20 days annual leave, plus bank holidays and an extra 7 days off at Christmas)

INDIVIDUAL RESPONSIBILITIES:

- To be the elected lead responsible for the delivery of student led societies for Loughborough Students' Union.
- To provide a comprehensive range of opportunities for students at Loughborough across a broad range of societies including but not exclusive of hobby and interest, culture and faith, arts and drama, academic and careers groups.
- To be an advocate for student led activity and building bridges between communities on campus.
- To act as a central contact point for students regarding new society start up and existing society support or development
- Uphold the Societies Constitution by leading and managing the Societies committee.
- 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 ensure societies act within the mission and values of Loughborough Students' Union and ensure fairness and equality within student societies.
- Develop societies that will be sustainable and successful in the long term as well as support societies at an immediate risk of folding.

PERSON SPECIFICATION:

- Strong experience of working in or with student societies.
- 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 support and lead student societies.



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