

**UNIVERSITY OF SALFORD STUDENTS’ UNION**

APPLICATION PACK:

Team Activator (Volunteer)

September 2019

**Notes for Applicants**

**SECTION 1: THE STUDENTS UNION**

We hope that by reading this information it will tell you a bit more about how the Students’ Union works and how it is governed and managed.

**1.1 The Students’ Union**

The University of Salford Students’ Union is the independent representative body of students at the University of Salford. The Students’ Union is a registered charity.

**Our Vision (what we will be and do)**

*“We will confront and overcome the barriers to learning to ensure all Salford students are unstoppable”*

Our Mission (what we are here to do)

*“We empower students to make change and succeed”*

Our Values (who we are and what guides us)

• **Student-powered**: We are undeniably focussed on the needs of our members

• **Change-makers**: We are creative, progressive and kind

• **Straight-forward**: We are open, candid and proactive

• **Effective**: We are professional and collaborative

• **Inclusive**: Equity is at the heart of everything we do.

Our Promises to students (Strategic themes to be developed)

USSU promises that we will:

1. Offer something for every student

2. Make the changes students want to see within three years

3. Nurture students’ personal and professional development

4. Help students to be happy and healthy at Uni

5. Be an outstanding organisation focussed on students

Enablers (what will make all this happen)

• Prioritisation Framework

• Impact Framework

• People Strategy

• Finance Strategy

• Marketing and Communications Strategy

**1.2 Governance**

The Union is democratically controlled by its members through the annual election of a team of student representatives who form the Union’s Trustee Board. The membership of the Trustee Board is as follows:

* Five Sabbatical Trustees (1 x President, 4 x Vice Presidents)
* Four Student Trustees
* Four Non Student Trustees (appointed by the sabbatical and student trustees)

The Trustees determine policy for all areas of Union activity. The Sabbatical Trustees are full time officers of the organisation and work for the Union for a year either during or at the end of their degree course in order to represent students on a full time basis

The Sabbatical Trustees work alongside the permanent Union staff to implement and carry out the strategy and policies set by the Trustee Board. The permanent staff team is managed by the Chief Executive, who is directly accountable to the Trustee Board for the Union’s performance.

**1.3 Finance & resources**

The Union receives an annual grant from the University to fund its activities, and has an annual turnover from its commercial operations in excess of £2m. The grant and the surpluses generated from the commercial operations enables the Union to spend over £900,000 on the direct provision of student representation, recreation and development activities. 35 people make up the permanent staff team and approximately 70 student casual staff members are employed on a seasonal basis. The Union has approximately 19,000 student members and provides services to a further 2,500 people who work in the University.

The Union’s offices are located on the main University campus, with some of its commercial services located elsewhere around the University. Staff may be required to work at any of these locations either temporarily or permanently, however, the Union does take personal circumstances into account as far as possible when deciding who works where.

**1.4 Student services**

The Union is involved in a very wide range of activities. Its core purpose is to represent students and provide activities for them to enhance the student experience. The Union organises campaigns on issues of concern to the generality of students, administers the work of over 110 different student activity groups, trains and develops over 700 student representatives and operates a Student Advice Centre.

The Union’s commercial activities and interests include three shops and a food led licensed venue. The Union also has commercial partnership agreements enabling it to house a print shop and a hairdresser within its building.

**Equality and diversity statement**

We care about the diversity of our members and staff and believe that what makes us different is what makes us better. We are committed to providing a workplace that embraces diversity, is enthusiastic about equality and promotes opportunity for all.

**Our organisation (University of Salford Students’ Union - USSU) welcomes applications from black and minority ethnic candidates as they are under-represented within the USSU workforce.**

We will provide equality of opportunity and will not tolerate discrimination on grounds of gender, gender identity, marital status, sexual orientation, race, colour, nationality, religion, age, disability, HIV positivity, working pattern, sub culture, caring responsibilities, political beliefs – or any other grounds.

We will demonstrate our commitment by:

* promoting equality of opportunity and diversity within the environment we operate in
* treating our customers, colleagues and partners fairly and with respect
* building a workforce which reflects our students, aiming for even representation
* encouraging recruitment from groups currently under-represented
* promoting an environment free from discrimination, bullying and harassment, and tackling behaviour which breaches this through our senate sanctioned Zero Tolerance policy
* recognising and valuing the differences and individual contribution that people make
* ensuring people have a healthy and nice environment to work, develop and grow in through our ‘great place to work’ measures
* operating above and beyond our charitable and legislative requirements and best practice
* expecting and receiving excellence from all staff on these commitments – ensuring all staff are personally responsible for promoting these principles

**Section Two: Role Description**

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| **Employer:** | University of Salford Students’ Union | |
| **Job title:** | Team Salford Activator | |
| **Purpose:** | To deliver and support a range of activities and sport opportunities that reflects the interests and ability of the student population at Salford.  To help deliver and promote opportunities for students to participate in the sporting programs at Salford. | |
| **Reporting to** | Student Opportunities Coordinator | |
| **Main duties:**   * To support the Student Opportunities team at major events (e.g. Welcome, Varsity). * Be an ambassador for Team Salford. * To communicate and promote GSAG,Campus Leagues and Campus Cup activities across the University and wider community. * To support the delivery of GSAG,Campus Leagues and Campus Cup sessions. * To support development opportunities for students and staff to take part in recreational and semi-competitive sport. * To encourage and motivate students and staff to participate. To recruit and retain participants. * To assist the Student Opportunities team with data input, administration and social media. * To be knowledgeable about the Students’ Unions wider initiatives. * Data collection including session attendance and feedback. * Update social media e.g. Facebook and Twitter, before during and after sessions. | | |
| **Rate of Pay:** | | Voluntary – Please see Volunteer Package |
| **Contract Type:** | | Voluntary role |
| **Hours of Work:** | | 3 – 7 Hours per week between September 2019 and April 2020 |
| **How to Apply:** | | Online application only. CV’s not accepted. |
| **Start Date:** | | September 2019 |
| **Job location:** | | Locations across the University campus, external locations may be required from time to time. |
| **Further details:** | | Please contact Team Salford, USSU-TeamSalford@salford.ac.uk – 0161 351 5421. |

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| **Activator Package** | **Breakdown** |
| Kit package | 1x ¾ Zip, 1x T-Shirt |
| Students’ Union Pass | Discount card for Atmosphere Kitchen & Bar |
| Membership to gym, sports club, activities club or Campus League programme | Free All Inclusive Gym membership during Semester 1 & 2 or contribution towards the membership of any sports club, activities club or campus league programme |
| Training | Full induction and training on the role including the opportunity to be part of other training/workshops the students’ union may offer |
| Reference | Reference from the University of Salford Students’ Union. |
| BUCS Deloitte Leadership Academy | Support in application to join the Academy. |
| External work experience opportunities. | Gain valuable experience within National Governing Bodies and Industry leading organisations. |

**Section Three: Person Specification**

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| **1. Education & Training** | **E** | **D** |
| Registered University of Salford student . | X |  |
| National Governing Body/Industry recognised leadership/coaching qualifications. |  | X |
| **2. Experience & Knowledge** |  |  |
| Experience of delivering safe, engaging and progressive sport and/or physical activity sessions appropriate to a wide  range of abilities. | X |  |
| Understanding of the needs and perceptions of people from diverse backgrounds. | X |  |
| Experience of independent delivery |  | X |
| **3. Skills/Abilities** |  |  |
| Excellent ability to enthuse and engage students and staff. | X |  |
| Excellent organisational and planning skills. | X |  |
| Proficient in Microsoft Office packages and popular social media networks. | X |  |
| Ability to work as part of a team and on own initiative. | X |  |
| Excellent verbal and written communication. | X |  |
| Ability to create and maintain working relationships with external agencies (NGB’s). | X |  |
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| **4. General** |  |  |
| Commitment to continual personal development | X |  |

We look forward to hearing from you soon. Thank you for your interest in the University of Salford Students’ Union.