

**UNIVERSITY OF SALFORD STUDENTS’ UNION**

APPLICATION PACK

Team Salford Activator (Volunteer)

January 2019

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**Section One – Governance**

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

**1.1 The Students’ Union**

The University of Salford Students’ Union is the independent representative body of students at the University. The Students’ Union is a registered charity. To date, there are approx. 18,000 Salford students.

**Our Mission (why do we exist):**

We exist to serve students and inspire them to lead their development

**Our Vision (what we want to be): to be…….**

**“the** outstanding organisation in the UK for delivering a positive student experience.”

**Our Values:**

The best thing about the University of Salford Students’ Union (USSU) is our culture. As we grow, we want to have a culture that we are proud to share with anyone who touches the Students’ Union.

We have six core values to define what exactly the USSU culture is. They are reflected in everything we do and every interaction we have. Our core values are always the framework from which we make all of our decisions.

We are……….

**Passionate:** being enthusiastic and believing in students

**Devoted to Integrity:** owning our behaviour and practicing what we preach

**Dedicated:** having an in-depth understanding of **all** our students and their needs

**Ambitious**: using innovative thinking to be the best

**Open**: being transparent, accountable, sharing ideas and information

**Enthusiastic about Equality:** bringing fairness and equality of opportunity into everything we do

The Union’s new Strategic Plan for 2015 - 2018 states that the Union will achieve its mission by pursuing four themes:

* ***Support students to build authentic communities***
* ***Provide opportunities for all students to create life changing experiences for themselves and others***
* ***Provide a strong, democratic voice for students at local and national level***
* ***Encourage students to take care of their wellbeing***

**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 Officers each of whom is responsible for one of the University’s 4 academic Schools)
* Four Student Trustees
* Four Non Student Trustees (external experts appointed by the sabbatical and student trustees)

The Trustees determine strategic 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.

Trustees are not be involved in day to day affairs, but take an overview of how the Union is performing, both financially and in delivering services to students. The Trustee Board is responsible for the governance and financial and strategic management of the Students' Union. For example, the Trustee Board approves the Union’s financial plans and top-level strategies, oversees the Union’s accounts and ensures compliance with relevant legislation. Although the Trustee Board has elected students as members (the sabbatical officers), it is not a political body and does not make decisions relating to the political campaigning work of the Union.

The Trustee Board’s remit can be summarised as:

* Formulating, implementing and monitoring strategic plans.
* Providing effective financial management and oversight, including the formation of budgets.
* Monitoring and evaluating the performance of staff, services and activities.
* Supporting the Chief Executive and reviewing his performance.
* Providing effective Risk Management Systems.
* Ensuring comprehensive ongoing member consultation.
* Promoting the active involvement of members.
* Ensuring effective election/selection, induction and appraisal of Trustee Board members.
* Considering Committee Reports.

**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 18,500 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.

**1.5 Our Strategic Plan/Staffing Structure**

A full version of our strategic plan can be found at [www.salfordstudents.com/governance/strategicplan](http://www.salfordstudents.com/governance/strategicplan)

**Supporting students to build authentic communities**

**Goal One: Develop a vibrant USSU, providing excellent accessible facilities, activities and services that are friendly and meet the aspirations of all our students.**

**Goal Two:**  **Create extensive opportunities for students to engage with USSU, and build communities anywhere, 24 hours a day, 7 days a week.**

**Opportunities to create life changing experiences**

**Goal Three: Develop a vibrant student community by providing sport, activities, volunteering and employment opportunities**

**Goal Four: Build a culture that encourages new ideas and captures the energy of our students and staff to create an innovative and responsive Students’ Union.**

**A strong, democratic voice for students at local and national level**

**Goal Five: Champion student interests, providing all students with a strong effective voice by supporting and empowering them, collectively and individually.**

**Goal Six: Embed democracy at the heart of USSU; valued by all our students and staff.**

**Encourage and enable students to take care of their wellbeing**

**Goal Seven: To engage students in considering their wellbeing as a way of helping to reach their full potential.**

**Goal Eight: To ensure all students have access to the right advice, services and activities to support their wellbeing.**

**Staffing structure**

The Union is currently undergoing staffing re-structure to support the delivery of the strategic

plan. In this chart, Sabbatical officers sit above the Chief Executive and the Trustee Board sits above the sabbatical officers.

It is expected that the restructure plan will be in place at time of your appointment, and you will have more information about each of the Union’s services and departments at your induction in late September.

*Correct as at 8 December 2015*

**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.

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| **Rate of Pay:** | Voluntary – Please see Volunteer Package |
| **Contract Type:** | Voluntary role |
| **Hours of Work:** | 3 – 7 Hours per week between September 2018 and April 2019 |
| **How to Apply:** | Online application only. CV’s not accepted. |
| **Start Date:**  | September 2018 |
| **Job location:** | Locations across the University campus, external locations may be required from time to time. |
| **Further details:** | Please contact Asif Omar, Student Opportunities Coordinator for more details about the post, USSU-TeamSalford@salford.ac.uk – 0161 351 5421. |

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| **Activator Package** | **Breakdown** |
| Under Armour 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 |
| Personal Development Bursary | Contribution towards industry recognised qualifications linked to National Governing Bodies of sport. |
| Training  | Full induction and training on the role including the opportunity to be part of other training/workshops the students’ union may offer |
| Event Budget | Fund available to Team Salford Activators to host a one off event. |
| 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 widerange 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 |  |
|  |  |  |
| **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.