

## Job Description

<b>Post/Job Title:</b>	<b>Events &amp; Activities Coordinator (Fixed-Term, Graduate or Placement Role, 4 Positions Available)</b>
<b>Ref:</b>	<b>SSS290/POSN105849</b>
<b>Location/Building:</b>	<b>Any BU or affiliated accommodation site/office</b>
<b>School/Professional Service:</b>	<b>Student Services</b>
<b>Group/Section:</b>	<b>ResLifeBU, Residential Services</b>
<b>Duration if temporary:</b>	<b>Between July 2024 – June 2025 (precise start &amp; end dates to be agreed with individual)</b>
<b>Normal hours per week:</b>	<b>37 hours (working hours flexible and to be agreed based on needs of the ResLifeBU programme)</b>
<b>Grade:</b>	<b>3</b>
<b>Accountable to:</b>	<b>ResLifeBU Officer (Social)</b>

### **Job Purpose**

Supervising the duties for three PTHP Resident Assistants, this is an important role that will deliver on ResLifeBU's aims to create a lively, friendly, and supportive community across the University's student accommodation, contributing to the planning, promoting, and running of a programme of activities, events, and excursions that deliver on the core elements of ResLifeBU. ResLifeBU focuses on the core elements of increasing student sociability, promoting wellbeing, developing skills, and living sustainably.

This role will enrich the student experience; reach-out and engage diverse student groups; promote student wellbeing; encourage involvement and participation; and motivate students to meet new people, forming lasting relationships during their time at university. The role will be required to deliver these aims within an agreed budget, ensuring the program influences and impacts on all students living in the University's student accommodation.

Post holders will be expected to be able to meet the requirements of the role outlined below for up to 12 months, with the need to regularly work evenings, weekends and holiday periods as required for the effective delivery of the programme. The exact working hours for this role will be agreed with the ResLifeBU Officer (Social).

### **Main Responsibilities**

1. Providing the day-to-day supervisory responsibilities for the Resident Assistants, ensuring they meet their contracted duties and responsibilities, ensuring all objectives are met in line with established departmental and University strategic goals. To achieve this, attend weekly meetings as required to enable the Resident Assistants to work together to meet their goals of the programme and provide appropriate support, objectives, and guidance.

2. Ensuring all ResLifeBU activities are delivered within specified budgetary targets.
3. Contribute to the design and implementation of the ResLifeBU activity/events programme for students living in BU accommodation, in conjunction with SUBU, SportBU and other relevant stakeholders (e.g., the local accommodation teams) increasing participation, scale quality, and quantity of activities/events run and measuring their impact on the student community.
4. Promote and market the activities/events programme through various advertisement campaigns e.g., leafleting, blogging/vlogging, social media and website management, notice boards & word of mouth, ensuring enhanced awareness of the ResLifeBU program.
5. Working with the local accommodation site teams, assist with the reception of new students over key arrivals weekends creating a welcoming environment through the delivery of a variety of tasks. These include the initial 'meet & greet' upon arrival, promoting the ResLifeBU programme, signing students up to the ResLifeBU social media and conducting introductory/welcome meetings at allocated accommodation blocks/houses, providing students with an opportunity to better understand this role and the ResLifeBU programme.
6. Working within defined BU guidelines, contribute to the creation and publishing of audience appropriate content and the on-going maintenance of the ResLifeBU Facebook groups; to also engage, using additional media platforms as required e.g., Instagram, WhatsApp, Vlogging/Blogging etc.
7. Influence the development of positive student communities through networking and socialising with all students encouraging and helping them form bonds and connections with each other.
8. Attend and participate in diarised weekly meetings to monitor the programme's performance, as well as individual and team objectives, engaging in discussions with the ResLifeBU Officers to ensure consistency of practice and knowledge exchange across the BU student accommodation portfolio.
9. Ensure the programme is delivered safely and within defined BU's Health & Safety policies and protocols; ensuring risk assessments for all events/activities are completed and submitted to the ResLifeBU Officer for review prior to running the event and that the agreed assessment is shared with key stakeholders, e.g. the relevant local accommodation teams; ensure that all accidents/incidents or near-misses are reported and appropriate records are maintained.
10. To partake in an agreed weekly rota system with other RC's (ResLifeBU Coordinators) to ensure that the ResLifeBU programme is delivered effectively.
11. As defined by the ResLifeBU Officers, ensure the ResLifeBU programme is delivered to budget.
12. As required by the ResLifeBU Officers, complete all necessary paperwork and administration related to the programme, following relevant BU policies and processes, including financial money handling and procurement.
13. Contact and pass on relevant information to welfare co-ordinators and/or relevant local accommodation team members regarding any student welfare concerns, which might become apparent during the delivery of these duties.

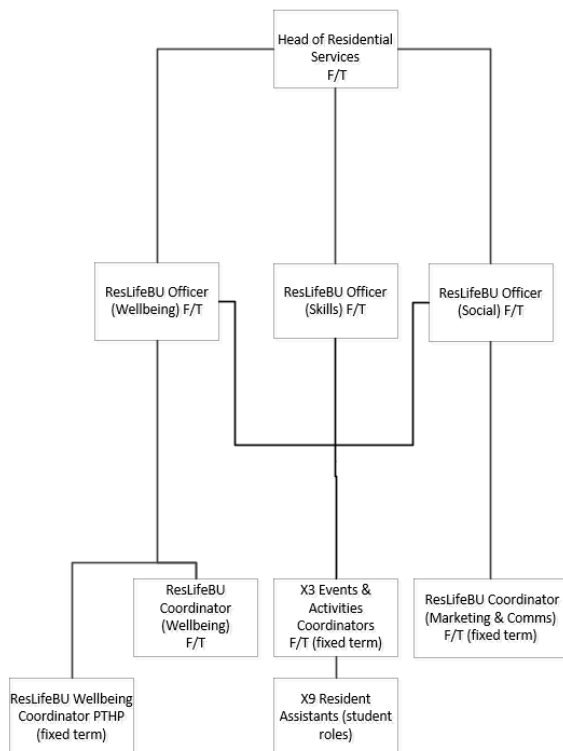
14. To role model and encourage expected standards of behaviour across the accommodation and raise any potential disciplinary matters with the ResLifeBU Officers and/or the accommodation management team(s) where necessary.
15. As directed by the University's Open Day team and the local accommodation teams, to work University Open Days on an agreed rota basis to assist with the management and effective delivery of the University's open day requirements and to promote ResLifeBU to prospective students.

### **Contacts**

**Internal:** Residential Services Manager, ResLifeBU Officers, Housing Operations Officer, SportBU, SUBU, Residential Services Staff, Student Support and Engagement Team, AskBU and other Student Services staff.

**External:** BU's Partner Accommodation Providers, Various Contractors and Service Providers, Parents, Neighbourhood Policing Team, SUBU staff, BU's Student Wellbeing Team

### **Organisation Chart**



### **Challenges**

- Considering the specific and varied needs and requirements of a diverse student community, including non-UK based students and minority groups including: BAME, gender orientation, lifestyle, e.g., vegan, non-alcohol and religious
- Forming positive and open relationships with a wide variety of different stakeholders and agencies to promote and demonstrate genuine partnership working approaches.
- Understanding the issues that impact and affect students, especially those related to both independent and communal living.

- Managing time and resources to deliver a programme of activities that meet the aims of ResLifeBU but also supports the wider aims of key stakeholders, including SUBU and the University's Partners Accommodation Providers.

### **Information Governance Responsibilities**

#### Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### **Additional Information**

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**March 2024**



## Person Specification

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School / Support Service: <b>Student Services / Residential Services</b>	Date: <b>March 2024</b>
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
University alumnus within the last two years, or placement student currently studying at Bournemouth University, with experience or qualification demonstrably relevant to the role	E
Experience of supervising group activity	E
Understanding of current issues impacting on students, especially those related to both independent and communal living	E
Demonstrable evidence of experience in events planning and implementation, including marketing and promotions	D
Knowledge of health and safety requirements including how to conduct risk assessments when arranging or managing events, social or educational activities	D
Experience of living in University or Privately managed student accommodation	E
Knowledge of legislation surrounding data protection and confidentiality	D
Knowledge of and interest in current issues affecting student wellbeing and sustainable living	E
Demonstrable evidence of experience working with students or young people	D
Experience working with small budgets / forecasting and a high attention to detail	D
<b>Skills</b>	
Excellent communication and interpersonal skills, including the ability to persuade, motivate and organise others	E
Demonstrable evidence of leadership and/or mentoring	E
Self-motivated and organised	E
Excellent social media skills across a broad range of platforms, including Facebook, and Instagram	E
<b>Attributes</b>	
Mature outlook, reliable and flexible	E
Willing to work weekends, evenings and holidays as required.	E
Ability to role model defined and expected standards of behaviour	E
Passion for events management and enhancing the student experience	E