

ACTIVITIES OFFICER (Student Officer and Trustee)

Hull University Union.

HUU is a charity, helping students during their time at university to create change, gain new skills, access help and support when needed and – most importantly – have a great time! All of the profit we generate through our commercial services goes straight back into the student experience here.

Our mission statement is to enhance the lives of every person studying at the University of Hull by:

- Bringing you together;
- Offering you opportunities to develop;
- Representing and empowering you to make change.

HUU is run by students for students to ensure students studying at the University of Hull gain valuable life skills as well as the best education possible – and you can be a part of this.

Core Purpose.

The Activities Officer is a Principal Officer of the Union; a Trustee of HUU and a voting member of the Union Executive Committee. The Activities Officer is responsible for the Societies, RAG (Raising and Giving) and Media committees at HUU. The Activities Officer is head of the Activities Zone and is to liaise with its members on a regular basis. The Activities Officer is an Ex-Officio member of The Hullfire Committee, the Broadcasting Sub-Committee (Jam Radio) and the Television Sub-Committee (Torch TV).

Description of Specific Duties.

In representing HUU's members the Activities Officer shall regularly report on progress through media with particular emphasis on the successes achieved for both individual and groups of students.

Particular duties shall include:

- Support all societies, volunteer groups, student media and RAG;
- Represent students on all student activities matters;
- Engage with students on a regular basis;
- Run campaigns on student issues and assist in campaigns that other officers may be running;

- Be a member of a Faculty Board and represent students from that Faculty on all academic and non-academic issues in liaison with the respective Faculty Rep and Education Officer;
- Oversee all volunteering initiatives in the local communities of Hull in co-ordination with the relevant member of HUU staff;
- Ensure that all Media committees carry out their duties;
- Ensure that the Activities zone budget is not exceeded;
- Ensure all Activities Zone events and trips are risk assessed by the relevant member of HUU staff;
- Support part-time Officers and fellow Student Officers with their projects;
- Contribute to training of student volunteers and part-time elected officers;
- Liaise with relevant HUU staff on issues affecting the student body.

Further particulars.

Hours of work: Variable, evenings and weekend work required in addition to core office hours.

Remuneration: £18,070 p.a.

Essential personal qualities.

- Committed to student democracy and representation
- Strong team working skills
- Leadership skills
- Dedication
- Flexibility
- Excellent verbal communicator
- Able to quickly master complex issues
- Responsiveness
- Able to handle confidential information

Benefits.

- Help shape the future for students at HUU
- Develop your communication, organisational, event planning, teamwork and leadership skills
- Additional training to develop your skills
- Regular 1-2-1s with your personal mentor and support from HUU staff
- Building relationships with university members of staff
- Training and handover from 18 June – 29 June 2018 before you take office on Friday, 29 June 2018