

ROLE DESCRIPTION

ROLE:	Club & Society Officer
LENGTH OF TERM:	Ongoing
ROLE PURPOSE: To manage and facilitate a club or society in affiliation to NUA Students' Union, providing a range of relevant events and activities open to all NUA students. To be the main contact for your club or society and encourage new members to join throughout the academic year through active marketing.	

MAIN RESPONSIBILITIES

Organise and facilitate regular meet ups, activities and/or events either on or off campus.

Promote the collective view of your club/society and encourage new members to join through a range of promotional methods.

Organise venues, resources and equipment for each meet up, event or activity.

Ensure regular communication with the Students' Union regarding the development of the club/society.

Attend all relevant training and NUASU Club Officer Meetings as provided by the Students' Union.

Keep accurate and up to date financial records as directed by the Students' Union.

Develop connections with local businesses and University staff.

Ensure that all members remain safe and healthy whilst participating in all club/society activities.

Welcome all members and provide opportunities for individuals to integrate within the group.

Store, process and handle all confidential information in accordance with General Data Protection Regulations (GDPR.)

Contribute to events & campaigns hosted by the Students' Union.

Ensure that all aspects of the Clubs & Societies Constitution are upheld.

Actively listen to the ideas and feedback given by your members as a way to enhance your club or society.

Attend all Club & Society Fairs as advised by the Students' Union President.

Submit funding requests to the Students' Union as required.

Design marketing materials to promote your club or society including a logo.

PERSONAL QUALITIES

To be an effective Club & Society Officer you should be: personable, welcoming, organised, accurate, energetic, creative, influential, a good communicator, a role model and fun.

ADDITIONAL REQUIREMENTS

Equal Opportunities

- All Club & Society Officers are required to be committed to upholding equal opportunities as identified within the Students' Union Equality & Diversity Policy.

Health & Safety

- All Club & Society Officers are responsible for ensuring their practices are compliant with the Students' Union Health & Safety Policy.

Policies & Procedures

- To comply with any policy and procedure as regularly updated and published on the intranet applicable to your role, e.g. Confidentiality, General Data Protection Regulations, IT Acceptable Use, Student Regulations etc.

Confidentiality

- Maintain absolute confidentiality regarding all aspects of the role.

Variation to Job Description

- The NUA Students' Union reserves the right to vary the duties and responsibilities of its Club & Society Officers within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the Students' Union may require.