

ROLE DESCRIPTION

ACTION CHAIR



Position:

Section Chair



Start date:

12th July 2021



Hours of work:

Full time, working 35 hours per week Monday-Friday (with commitment required to work outside the regular working day on occasions as required).



Contract:

Fixed term contract

12th July 2021 -
30th July 2022



Induction:

In order to take up the role, you will be required to undertake 2 weeks of mandatory training which will take place within the time period **12th July - 13th August**. You must be available throughout this period.



Salary:

£19,612 per annum (including 20 days annual leave, plus bank holidays and an extra 7 days off at Christmas).

Personal Specification:

- Strong volunteering experience
- Experience of a broad range of LSU community volunteering opportunities including but not exclusive of A-Teams, projects, special events, international projects and working with vulnerable groups or people.
- Thorough understanding of the Students' Union and its values
- Able to work effectively in a team and as an individual
- Able to lead and support the Officer Team in their work
- Ability to be able to work with confidential data
- Must be able to advocate on behalf of students at Loughborough
- Able to communicate to a wide range of stakeholders
- Should be personable and approachable
- Needs to be comfortable with conflict resolution
- Ability to manage your own workload and be ready to delegate when necessary
- Must be self motivated and willing to take measured risks
- A strong desire to lead the best student volunteering group in the world

Individual Responsibilities:

- Act as the elected lead responsible for the delivery of community volunteering at Loughborough Students' Union.
- To provide a comprehensive range of volunteering opportunities for students at Loughborough to support their personal development and employability.
- Be an advocate for volunteering and build links between student, local, national, and international communities.
- Act as a main point of contact for the community regarding volunteering projects, as well as promoting the good work LSU Action volunteers do in the community.
- Ensure the Action Constitution is adhered to by leading and managing the Action Committee alongside Action Volunteers and Leaders.
- Record volunteer hours and maintain the Volunteering League tables (Halls, Departments, AU and Societies).
- Proactively engage external partners (including those within the University and local communities) in volunteering.
- To work alongside the Executive and Staff Team to develop and deliver a one-year plan which works towards the long term aims of the Students' Union.
- To be able to demonstrate the impact that volunteering has on individuals, the University and the community.
- Delivering key activities around the annual calendar such as Pick a Project night.
- To deliver Student Volunteering Week to engage new students in volunteer opportunities.
- To be budget controller for the LSU Action Section