

## ROLE DESCRIPTION

# SOCIETIES 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:

- Previous experience of working in or with societies
- Thorough understanding of the LSU and its values
- Able to work effectively in a team and independently
- Able to lead the Society Executive in their work
- Must be able to advocate on behalf of students
- Able to communicate to a wide range of stakeholders
- Ability to manage your own workload and be ready to delegate when necessary
- Must be self-motivated and willing to take measured risks
- Needs to be comfortable with conflict resolution & mediation
- Experienced in event planning or project leadership
- Experience in chairing meetings, including preparing agendas and minute writing
- A strong desire to support and lead student societies
- Needs strong technical ability to manage society webpages alongside keeping records and data management through Excel.

## Individual Responsibilities:

- Act as the elected lead responsible for the delivery of student led societies
- Provide a comprehensive range of opportunities for students at Loughborough within the five society sections: (Academic & Careers, Culture & Faith, General Interest, Performance & Arts, Outdoor & Sport).
- To be an advocate for student-led activity and proactively build links between the communities on and off-campus.
- To fulfill annual goals as laid out in their Statement of Intent and manifesto
- To be held accountable to societies in Society Chair's Councils, and by the Board of Trustees through review of their Statement of Intent.
- To oversee all societies, ensuring they run safely and are accessible to all students
- To oversee the Section grant procedures
- To chair the Society Executive Committee meetings
- To chair Society Chair's Council and deliver reports for their own transparency in working. To be held account to the chairs in these meetings.
- To ensure the Societies Constitution is adhered to in line with the current running of all LSU Societies.
- To work alongside the Executive and Staff Team to develop and deliver a one-year plan which works towards LSU's long-term aims.
- To be the budget holder for the Section
- To deliver key projects within the annual calendar such as the Society Showcase
- To ensure societies act within the mission and values of Loughborough Students' Union ensuring fairness and equality within student societies.
- To aid and support new societies to become established and sustainable
- To provide support and guidance to all societies and to assist societies in need through mentoring and development planning.
- Develop societies that will be sustainable and successful in the long-term as well as support societies who are in immediate risk of folding. · To facilitate feedback loops from society members and committees.
- To oversee society-related disciplinarys
- To be the first point of call for society disclosures and mediation
- To offer mentorship to society volunteers
- To attend termly University Committee meetings
- To attend monthly mentorship meetings with Loughborough University staff
- To attend LSU Executive Meetings on a regular basis and represents the Section at events & meetings.
- To offer monthly mentorship to departmental and hall committee buddies