

Job Title: Activities Administrator

Responsible To: Activities Manager
Responsible For: None
Hours: 20 - 25 hours per week, fixed term (till 30th June 2020)
Location: Inverness
Date: September 2019

JOB PURPOSE

- To respond to enquiries from students and other stakeholders in a friendly, effective and efficient manner
- To provide administration support for HISA clubs and society regional events, including sports clubs
- To develop and maintain good communication links with student officers, staff at the University and its academic partners, student networks and external partners
- Assisting develop both staff and student knowledge on HISA policies and procedures with regards to activities

Main Duties & Responsibilities:

- To develop and deliver effective administrative procedures to support HISAs activities, including maintaining a purchase order system, processing invoices and expenses, and tracking HISA's clubs, societies income and expenditure
- Liaising directly with club and society treasurers with updates on finance, queries, HR and any other business
- Providing administration for students entering regional sports events, including BUCS and SSS leagues
- To answer general email enquiries and phone calls and signpost where necessary
- To maintain relevant contact databases and maintain archives and records for HISA clubs, societies and activities
- Attending HISA meetings on a regular basis and providing administrative support for meetings as required, including timely circulation of papers, minute taking, and creating action logs
- Assisting in providing staff and student training for clubs and societies Q&A's
- To work with the Activities Manager to monitor budgets and expenditure relating to HISA activities and events
- Working with Activities Manager in researching grants for further activity
- To assist in proof reading the drafting of official HISA clubs and societies policies and procedures
- Providing event assistance, where applicable

- Assisting to develop inter-mural sports within the UHI, and facilitate where applicable
- Providing support to develop regional HISA clubs and societies across the Highlands and Islands

Problem Solving and Decision Making

- Act on own initiative to organise and prioritise work load
- Determine most appropriate medium for communications
- Resolve problems with minimal reference to manager

Autonomy and Impact

- Work as part of a professional team and ensure that a genuine team spirit is adopted at all times
- Use initiative and creative input to improve the student experience by demonstrating knowledge and experience to students and adopting a “can do” and practical approach to work

Other Duties

- To work within HISA’s administration and financial procedures
- To promote, support and help deliver HISA’s strategic and operational priorities
- Keep in line with HISA Activities operational plans and key performance indicators
- Keep up to date with NUS campaigns and other national bodies
- Create and maintain positive relationships with students and staff

KEY RELATIONSHIPS:

The Activities Administrator will work on a day to day basis with the local officers and local staff providing a permanent point of contact. The Activities Administrator will forge robust working relationships with students and will foster a culture of collaboration, team working and inclusiveness. They will also liaise with external agencies across a range of activities.