

UCD Societies Council Chair

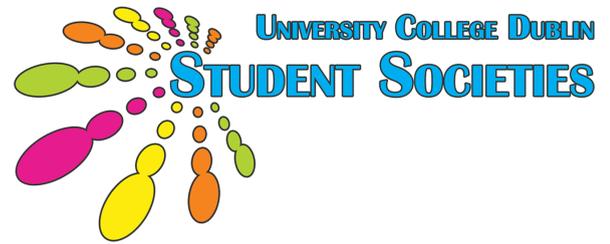
Applications are invited for the above position.

UCD Societies Council is the representative body for the interests of all student societies in UCD. Established during the 1993 academic term, the Societies Council has a current membership of over 90 recognised student societies, and is responsible for the allocation of funding and grants to each student society, providing support and assistance to the officers of each student society in carrying out their duties, and oversight of all student society activities. Student interests are represented throughout the University's various structures by the officers of the Societies Council, namely the Chair.

- The Chair of the Societies Council is independent of any particular student society during their term.
- The Chair works closely with the University to support, develop, and advocate for student life in general, and more specifically with respect to student societies. An important part of this work includes the promotion of the work of the recognised student societies to the campus community, and to wider, local communities.
- The Chair acts as the student representative and advocate, working closely with the Societies Officer, to deliver a quality service for the recognised student societies and their members.
- The Chair provides broad and wide-ranging support and development for student activity across the University, and for all activities carried out within the Societies Council. These activities include student society event support, guest liaison and other special duties and projects as required, including University open days and orientation programmes.

The successful candidate will display a genuine enthusiasm for student activity in a University setting, a strong work ethic, a flexible and critical approach to problem solving, and a willingness to learn within a pressurised environment.

This is a one year appointment, commencing 01 July 2021, or as agreed.



Key Responsibilities

Representation

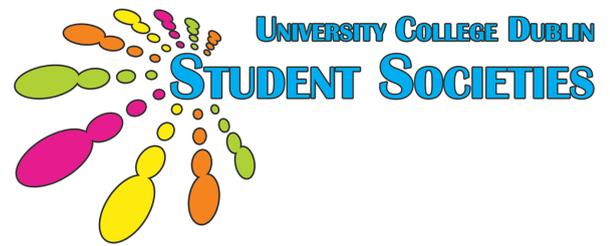
- Chairing meetings of the Societies Council and its committees.
- Membership of and attendance at various committees associated with student activities and the student experience, including:
 - University Management Team Student Experience Group,
 - Student Activities Committee,
 - Clubhouse Management Committee.
- Building relationships with and liaising with other University units and stakeholder groups, on both an on-going and project-specific basis, including Student Services, International Office, Student Advisers & Chaplaincy, Registry, Residences, Estate Services, and IT Services.
- Contributing towards and presenting at Orientation and Student Recruitment events, including the University open days.

Support

- Maintenance of regular presence at a variety of student society events.
- Provide appropriate and suitably qualified counsel and advice to student society officers on relevant University, and other, functions that impact on the delivery of student society activity, including event planning and management, and community development and communications.
- Developing and facilitating training modules and workshops for student society officers.

Administration

- Managing all communication channels associated with the Societies Council, including email accounts, social media platforms, and website.
- Managing access to and usage of the University's IT database for student society officers.
- Managing the *UCD Societies* brand and reputation.
- Developing strategy, policies, and procedures relating to student society activity.
- Supporting the development and delivery of Societies Council events, including *Freshers' Week*, with particular responsibility for *Refreshers' Day/Week* and the *Society of the Year Awards*.



Person Specification

Required Skills

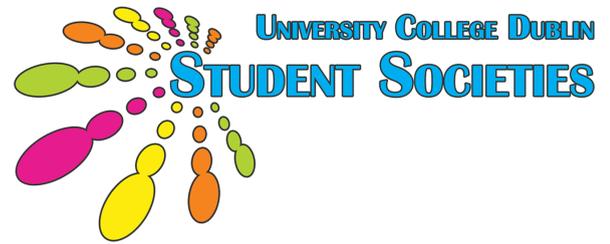
- Third level qualification or progression towards same.
- Experience in a student society environment.
- Excellent interpersonal and communication skills.
- Effective verbal, written, and organisational skills.
- Attention to detail.
- Excellent time-management skills.
- Self-motivated, flexible, and an out-going personality.
- Experience of public speaking and presentation skills.
- Proficient computer skills, including Microsoft Office.
- Discretion in handling confidential information.

Desirable

- Good knowledge of UCD structures and policies.
- Experience on a student society / university committee, or equivalent. Experience with problem solving and risk management.
- Experience in a leadership or team management capacity.
- Experience in budget management and financial planning.
- Experience with Wordpress content management system.

Other

Due to balances extant on various sub-committees of the Societies Council and the University, it is intended that the role of Chair of the Societies Council should be of the undergraduate student body, or very recently graduated from the undergraduate student body (not more than 2 years upon appointment). This guideline is in place in order to ensure that the Chair of the Societies Council is of the student body rather than in any way becoming a long-term or indefinite permanent position and is enshrined in the Constitution of the Societies Council.



Further Information

Working Hours

The position is contracted for 20 hours per week. Flexibility will be required, and work may include unsocial hours and weekends. Overtime will not be payable but time off in lieu may be agreed. Hours may be set around other commitments, including university classes, by agreement. The successful candidate will be an employee of 'UCD Campus Sport & Leisure Ltd.', reporting to the Executive Committee of the Societies Council and to the Societies Officer.

Pay Scale

The successful candidate will be paid €23,500 per annum, pro rata.

To Apply

Applications should include:

- Proposal (maximum two pages):
 - o Outline your understanding of the role within the context of the UCD Student Experience, and your ideas for the development of the role and the development of UCD student societies.
- CV:
 - o Outline your experience to-date, positions and projects of responsibility, evidence of application of skills and criteria listed above.

Closing date for receipt of applications: **5.30pm Friday 14th May 2021** to societies.council@ucd.ie.

Interview Process

Candidates meeting the specified criteria may be short-listed prior to being invited for interview.

Interviews will aim to be scheduled for May - June 2021. This will be a formal interview, to take place in the UCD Student Centre, Belfield, Dublin 4, or via Zoom, as appropriate. Members of the Interview Panel will be communicated contemporaneous with the scheduling of an interview. Candidates who wish to avail of reasonable accommodations are asked to indicate their needs when submitting their application.

Further Information

Informal enquiries can be made to Cíara Dempsey at 01-716-3836 or societies.council@ucd.ie.

For further information please visit societies.ucd.ie