



Societies and Services Officer

Mission

The Societies and Services Officer is focused on ensuring that societies gain fair representation and support from the Union. The Societies and Services officer ensures that the services the students want, and need are developed and that the membership get value for money from their Union. Whilst all full-time officers are responsible for the Unions finances, this officer is key to ensuring that students are aware of where resources are allocated and feel a part of the decision-making process.

Requirements: Must be an enrolled student at Swansea University and confirmed by the institution as such. Current Full-Time Officers in their first year of office are also entitled to stand for the post. You would mostly be required to work across both Bay and Singleton campuses and occasionally in Carmarthen.

| Responsibilities of all officers | Key performance indicator(s) |
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| Ensure a high profile is maintained with the membership to promote the work of the Full Time Officer team and of SUSU. | High awareness of and satisfaction evidenced through feedback and surveys such as NSS and State of the Union. |
| Support Part Time Officers' roles and campaigns. | PTOs deliver on their roles. Positive impact and change achieved. |
| Ensure that the Membership's views are researched and represented, regardless of personal opinion. | High satisfaction and engagement levels from membership and low levels of complaints. |
| Actively engage with all Union democratic meetings and report to them as relevant. | High level of attendance at Union democratic meetings; reports submitted in a timely manner. |
| Be mindful at all times of the overall mission and values of Swansea University Students' Union and work with colleagues to achieve the role's mission and the objectives of the Union's Strategic Plan. | Objectives achieved in the Strategic Plan. |





| Role specific responsibilities | Key performance indicator(s) |
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| To support and represent the Union's societies. | High level of participation in student societies and high satisfaction among members. |
| To assist societies in increasing the educational and recreational activities available to Swansea students; working with the University to ensure recognition of the contribution students make through activities and the importance of societies as part of the student experience. | Effective allocation of facilities for societies' activities. Effective communication and a good working relationship is maintained with the University and partners. |
| Chair the Societies Executive and Forum. Monitor the expenditure of societies and ensure a fair allocation of grants. | High attendance levels and high levels of students/societies engaged with the Union. Societies submit their budgets for approval. Effective and equitable allocation of funds. |
| Work closely with all societies to ensure adequate training for society executive committee members. | Good level of attendance at society training events. Skill and Capacity building undertaken for committees. |
| Promote and support the development of diverse societies. | There is a high number of international societies and high member satisfaction. |
| Lead on ensuring that students are involved in the decision-making processes for the allocation of Union resources and are aware of how and why resources are allocated. | High levels of participation and awareness of the Union's resource allocation. |
| To gather and respond to student feedback on the Union's services & facilities. | High satisfaction levels from membership and low levels of complaints. |
| Ensure appropriate provision of student focused services across campuses. | High satisfaction levels from membership and low levels of complaints. |





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| Work in partnership with Swansea Employability Academy (SEA), the careers service and similar agencies to promote student employability and entrepreneurship, as well as societies as social enterprises. | High levels of student involvement within SEA. Good results for graduate employment. |
| Director of SUSU Trading Ltd and attend Retail, Marketing and Bars and Events meetings. | Student feedback is considered and implemented in the operation of the Union's commercial activities. |
| Attend appropriate University committees, namely – Senate, Court, Student Partnership Engagement Committee (SPEC) and the SEA's Management Board. Attend all other relevant meetings. | High attendance and input levels in committees' deliberations. Awareness of relevant issues with ability to comment and campaign when required. |

Other Duties and Responsibilities

- The Societies and Services Officer will be mindful of Health & Safety at work and Equality and Diversity legislations at all times.
- The Societies and Services Officer will follow the Students' Union Policies & Procedures.
- The Societies and Services Officer will follow the Students' Union Staff Protocol.
- The Societies and Services Officer will comply with Union policy, including bilingualism.

Responsible To

The Trustees Board and Swansea University Students' Union Membership as outlined in the Articles of Governance.

As a Full-Time Officer your performance will be reviewed by the Trustees Board, Officer Responsibility Group and Audit Committee. You will also be required to adhere with the Officer Code of Conduct and provisions of the Articles of Governance & Schedules. Your terms of conditions of employment (including salary) are reviewed and considered by the Remuneration Committee.





On a day-to-day basis you will receive support and direction from the Chief Executive Officer. It is noted that you will also have a close working relationship with Union Officers, Union staff members and University colleagues.

Swansea University Students' Union Trustee Board

As a Full-Time Officer, you will automatically be a Trustee of Swansea University Students' Union for the duration of your time in office.

Trustees are central and essential to effectiveness of the Students' Union. As a Trustee, you have the ultimate legal responsibility for keeping the charity solvent, focussed on its stated objectives, for directing its strategy and ensuring it stays within the law.

You may be removed as a Trustee if you fail to meet the requirements set out by the Charity Commission.

For more information about the Trustee Board and how you would fit into this, please see the document "Role and Responsibilities of an FTO Trustee".





Swyddog Cymdeithasau a Gwasanaethau

Nod

Mae'r Swyddog Cymdeithasau a Gwasanaethau yn canolbwyntio ar sicrhau bod cymdeithasa yn derbyn cynrychiolaeth a chefnogaeth deg gan yr Undeb. Mae'r Swyddog Cymdeithasau a Gwasanaethau yn sicrhau bod y gwasanaethau sy'n angenrheidiol a dymunol i fyfyrwyr yn cael eu datblygu a bod yr aelodaeth yn cael gwerth am eu harian gan eu Hundeb. Tra bod pob swyddog llawn-amser yn gyfrifol dros gyllid yr Undeb, mae'r swyddog hwn yn allweddol wrth sicrhau bod myfyrwyr yn ymwybodol o le y gallant ddod o hyd i adnoddau ac eu bod yn teimlo fel rhan o'r broses o benderfynu.

Gofynion: Rhaid bod yn fyfyrwr cofrestredig ym Mhrifysgol Abertawe ac wedi'i gadarnhau gan y sefydliad. Mae hefyd gan y Swyddogion Llawn-amser cyfredol hefyd yr hawl i sefyll am y swydd. Bydd gofyn i chi weithio ar Gampws y Bae a Champws Singleton yn bennaf, ac ar Gampws Caerfyrddin ar adegau.

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| Cyfrifoldebau pob swyddog | Dangosydd(ion) perfformiad allweddol |
| Sicrhau bod proffil uchel yn cael ei gynnal gyda'r aelodaeth er mwyn hyrwyddo gwaith y tîm Swyddogion Llawn-amser ac UMPA. | Ymwybyddiaeth uchel o foddhad â thystiolaeth drwy adborth ac arolygon megis NSS a Chyflwr yr Undeb. |
| Cefnogi rolau ac ymgyrchoedd y Swyddogion Rhan-amser. | SRhA yn cyflawni eu rolau. Effaith gadarnhaol a newid wedi'i gwneud. |
| Sicrhau bod safbwyntiau'r aelodaeth yn cael eu hymchwilio a'u cynrychioli, beth bynnag eich barn bersonol. | Lefelau uchel o foddhad ac ymgysylltiad gan aelodaeth a lefelau isel o gwynion. |
| Mynd ati i ymgysylltu â phob cyfarfod democrataidd yr Undeb a'u hadrodd iddynt lle bo'n berthnasol. | Lefel uchel o bresenoldeb yng nghyfarfodydd democrataidd yr Undeb; adroddiadau'n cael eu cyflwyno mewn da bryd. |
| Byddwch chi wastad yn ymwybodol o nod cyffredinol ac egwyddorion Undeb Myfyrwyr Prifysgol Abertawe a gweithio â chyd-weithwyr er mwyn | Amcanion a gyflawnwyd yn y Cynllun Strategaeth. |





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| Ilwyddo yn y rôl ac amcanion Cynllun Strategaeth yr Undeb. | |
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| Cyfrifoldebau sy'n berthnasol i'r rôl | Dangosydd(ion) perfformiad allweddol |
| Cefnogi a chynrychioli cymdeithasau'r Undeb. | Lefel uchel o gyfranogiad o fewn cymdeithasau a lefel uchel o foddhad ynghylch aelodau. |
| Cynorthwyo cymdeithasau wrth gynyddu gweithgareddau addysgol a gweithgareddau adloniadol sydd ar gael i fyfyrwyr Abertawe; gweithio gyda'r brifysgol i sicrhau adnabyddiaeth o'r cyfranogiad gan fyfyrwyr a phwysigrwydd y cymdeithasau fel rhan o brofiad myfyrwyr. | Dyrannu effeithiol o gyfleusterau ar gyfer gweithgareddau cymdeithasau. Cyfathrebu effeithiol a chynhelir perthynas weithio da gyda'r Brifysgol a phartneriaid. |
| Cadeirio'r Pwyllgor Gweithredol Cymdeithasau a Fforwm. Monitro gwario o gymdeithasau a sicrhau rhannu teg o grantiau. | Lefelau uchel o bresenoldeb ac o fyfyrwyr/cymdeithasau yn ymgysylltu â'r Undeb. Cymdeithasau'n cyflwyno cyllidebau i'w cymeradwyo. Dyraniad effeithiol a theg o arian. |
| Gweithio'n agos â phob cymdeithas er mwyn sicrhau hyfforddiant digonol ar gyfer aelodaeth pwyllgor gweithredol cymdeithasau. | Lefel da o bresenoldeb yn nigwyddiadau hyfforddi'r cymdeithasau. Pwyllgorau'n ymgymryd mewn adeiladu sgiliau a chapasiti. |
| Hyrwyddo a chefnogi datblygiad cymdeithasau amrywiol. | Nifer uchel o gymdeithasau rhyngwladol a boddhad uchel gan yr aelodau. |
| Gweithio ar sicrhau bod myfyrwyr yn cymryd rhan wrth benderfynu ar rannu adnoddau'r Undeb ac yn ymwybodol o sut a pham mae adnoddau'n cael eu rhannu. | Lefelau uchel o gyfranogiad ac ymwybyddiaeth o sut mae'r Undeb yn rhannu adnoddau. |
| Casglu ac ymateb i adborth myfyrwyr ar wasanaethau a chyfleusterau'r Undeb. | Lefelau uchel o foddhad aelodaeth, a lefelau isel o gwynion. |





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| Sicrhau bod darpariaeth y gwasanaethau sy'n canolbwyntio ar fyfyrwyr ar gael ar y ddau gampws. | Lefelau uchel o foddhad aelodaeth, a lefelau isel o gwynion. |
| Gweithio mewn partneriaeth ag Academi Cyflogadwyedd Abertawe (ACA), y gwasanaeth gyrfaoedd ac asiantaethau tebyg er mwyn hyrwyddo cyflogadwyedd ac entrepreneuriaeth myfyrwyr, yn ogystal â mentrau cymdeithasol. | Lefelau uchel o gyfranogiad gan fyfyrwyr o fewn ACA. Canlyniadau da o gyflogadwyedd graddedigion. |
| Cyfarwyddwr Masnachu Ltd UMPA a mynychu Manwerthu, Marchnata a Tafarndai a chyfarfodydd Digwyddiadau. | Adborth myfyrwyr yn cael ei hystyried a'i gweithredu yn y gweithrediad o weithgareddau masnachol yr Undeb. |
| Mynychu pwyllgorau perthnasol y Brifysgol, sef -, Senedd, Llys, Pwyllgor Partneriaethau Ymgysylltu Myfyrwyr (SPEC) a Bwrdd Rheolaeth ACA. Mynychu pob cyfarfod arall sy'n berthnasol. | Lefelau uchel o bresenoldeb a mewnbwn mewn trafodaethau'r pwyllgorau. Ymwybyddiaeth o faterion perthnasol gyda'r gallu i wneud sylwadau ac ymgychu pan fo angen. |

Cyfrifoldebau a Dyletswyddau Eraill

- Bydd y Swyddog Cymdeithasau a Gwasanaethau wastad yn ymwybodol o ddeddfwriaethau lechyd & Diogelwch a Chydraddoldeb ac Amrywiaeth yn y gwaith.
- Bydd y Swyddog Cymdeithasau a Gwasanaethau yn dilyn Polisiâu a Gweithdrefnau Undeb y Myfyrwyr.
- Bydd y Swyddog Cymdeithasau a Gwasanaethau yn dilyn Protocol Staff Undeb y Myfyrwyr.
- Bydd y Swyddog Cymdeithasau a Gwasanaethau yn cydymffurfio â pholisi'r Undeb, gan gynnwys dwyieithrwydd.

Yn Gyfrifol i:

Bwrdd Ymddiriedolwyr Aelodaeth Undeb Myfyrwyr Prifysgol Abertawe fel yr amlinellwyd yn yr Erthyglau Llywodraethu.

Fel Swyddog Llawn-amser bydd eich perfformiad yn cael eu hadolygu gan Fwrdd yr Ymddiriedolwyr, Grŵp Cyfrifoldeb y Swyddogion a'r Pwyllgor Archwilio. Hefyd, bydd gofyn i chi cadw at God Ymddygiad y Swyddogion





a Darpariaethau'r Erthyglau Llywodraethu ac Amserlenni. Mae telerau ac amodau eich cyflogaeth (gan gynnwys cyflog) yn cael eu hadolygu a'u hystyried gan y Pwyllgor Cydnabyddiaeth.

O ddydd i ddydd byddwch yn derbyn cefnogaeth ac arweiniad gan staff gwasanaeth Aelodaeth a Rheolwr Cyffredinol yr Undeb. Hefyd nodir y bydd gennych berthynas weithiol agos at Swyddogion yr Undeb, aelodau staff yr Undeb a chydweithwyr y Brifysgol.

Bwrdd Ymddiriedolwyr Undeb Myfyrwyr Prifysgol Abertawe

Fel Swyddog Llawn-amser, byddwch chi'n Ymddiriedolwr o Undeb Myfyrwyr Prifysgol Abertawe am gyfnod eich amser yn y rôl.

Mae Ymddiriedolwyr yn ganolog ac yn hanfodol wrth sicrhau effeithiolrwydd Undeb y Myfyrwyr. Fel Ymddiriedolwr, bydd gennych chi'r cyfrifoldeb cyfreithlon pennaf dros gadw'r elusen yn ddiddyled, yn canolbwyntio ar ei hamcanion a nodwyd, dros arwain ei strategaeth a sicrhau ei bod yn cadw o fewn y gyfraith.

Gallech chi gael eich tynnu fel Ymddiriedolwr os ydych chi'n methu â bodloni'r gofynion a nodir gan Gomisiynydd yr Elusennau.

Am ragor o wybodaeth am y Bwrdd o Ymddiriedolwyr a sut fydddech chi'n rhan ohono, gweler y ddogfen "Rolau a Chyfrifoldebau SLIA sy'n Ymddiriedolwr".

