**Project Leader – Jönköping Student Union**

**Position Summary**

The Project leader is the Student Unions event and Kick-Off coordinator. In short this includes organizing the practical issues, communicate with different student groups as well as with external sponsors and Jönköpings Municipality. (see more details below)

The position also includes to guide and advise students on the best possible means for creating and maintaining student initiatives. The goal is to make it simple and beneficial to engage with Jönköping Student Union. It is important to recognize and value that most of the ideas for student involvement will come from the students themselves.

**Reports to:** Presidium

**Works closely with:**

* + - * + The sexmasteries
				+ Högskoleservice (HS – JU department)
				+ External partners/stakeholders
				+ Jönköpings Municipality (Kommun)
				+ Akademien Manager
				+ Service Operations Manager

**Primary Responsibilities**

**1. Kick-Off**

* Plan and hold the fadder education
* Plan the fadder sittning and kick-offs
* Plan and set the Kick-Off Schedules with the sexmasteries
* Book premises around Jönköping, facilities at Campus
* Apply for permissions from Jönköping Municipality
* Be available for sexmasteries during the summer.
* Be available and present 2 weeks prior to the Kick-off starts
* Responsibility for security and quality
* Responsible for evaluating each kick-off
* Delegate tasks to the project team

**2. Other Events**

The majority of the Project Leaders time will throughout a year go to the kick-off, however it is time left to do some few other events. For most Student Union has decided to be the main organiser for the Valborg event in Jönköping which takes place in end of April. Time wise for the rest of the year it is usually an opportunity to arrange something in December as well, but here we do not have a permanent event as of now.

There might be the opportunity to arrange something completely of you own as well. Previous project leaders has done valentine evens and “pizza and prosecco” but this depends a little bit on what pop-s up during the year and how much development time is put into the kick-off, Valborg and the December event. Regardless of even, the tasks are fairly the same and can include the following:

* Plan
* Contact sponsors
* Book the relevant facilities
* Order the relevant products
* Apply for the right permission’s when needed
* Delegate task to the project team
* Be proactive in contacting external partners for support and resources for major events

**3. General**

* Responsible for leading and delegating assignments to the project team and the recruitment of the same team.
* Give advice and contact details to students who wish to create new forms of events or similar.
* Encourage new ideas to involvement and take a proactive stand to creating good conditions for new involvement.
* Know the guidelines of grants.
* Support existing student engagement with advice if new ideas of creating student events or similar comes.
* Know the working routines in out service venues.
* Follow the decision taken by the Annual Meeting.
* Committed to at least 40 hours a week Student Union duty and be prepared for more intensive periods(where you later can take time off to compensate).
* Document completed projects so that ideas are not lost and so they can serve as inspiration for future students and Project Leader and as way to report your work.

**Requirements of skills and experience**

* Leadership skills in the forms of coordinating and delegating
* Deadline and time management
* Good ability of project & budget management
* Communication skills
* At least 1- 2 years involvement in the student community
* Fluency in Swedish & English (written and spoken)

This job description shall be revised annually by the presidium together with the project leader.

Revised:

20191004

2021-11-08(by president)