

Social Secretary Role Profile

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Role Description

As the Social Secretary of your student group, you'll ensure your members have regular, exciting, inclusive social events to attend. Whether these are evenings out, weekends away, or just a meal at someone's house, you'll help shape the culture and community of the group. Your enthusiasm will be key in creating opportunities for members to connect, feel included, and make the most of their student experience. Socials are a great way to break down barriers between current and new members and make sure everyone in the club knows each other.

Responsibilities

1. As the Social Secretary you'll plan and deliver a varied programme of inclusive social activities across the academic year, including sober socials, helping members connect, feel welcome and build a strong sense of community
2. You'll be passionate about creating a welcoming and inclusive environment where all students feel able to get involved. You'll reflect the diversity of LJMU's student body and actively challenge discrimination, harassment or exclusionary behaviour at social events
3. You're a key member of the group who will support new member engagement, helping new and returning members connect with each other through positive, accessible social opportunities
4. You'll ensure all social activity is safe, well-planned and responsible, working closely with the Vice Club Captain/Vice President and wider committee to manage risk and promote wellbeing

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Responsibilities (continued)

5. You'll be responsible for upholding positive conduct at social events, ensuring members behave respectfully and reporting serious concerns or incidents to JMSU or LJMU where appropriate
6. You'll make sure your group does not organise or participate in initiation activities, and actively promote safe, respectful alternatives that bring members together
7. As Social Secretary you'll collaborate with the Communications Officer and wider committee to promote events, share information and encourage participation
8. You'll engage with JMSU campaigns and awareness initiatives, helping your group take part in relevant events and activities throughout the year
9. You will attend required training provided by JMSU, including committee training at the start of the academic year and refresher training at the start of Semester 2
10. You'll need to be familiar with the constitution of your sport, your code of conduct and committee procedures as well as the constitution, byelaws and regulations of JMSU and you'll be responsible for ensuring your sport club complies with these



Qualities & Skills

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Essential Qualities

What you'll bring with you: the foundations for creating a great social experience for your group

- Friendly and approachable – you want to help members, especially new members, feel welcome and included
- Enthusiastic and people-focused – you have a genuine interest in bringing members together
- Organised and reliable – you're able to plan activities and follow through on arrangements
- Inclusive mindset – you want to create opportunities that reflect the diverse student community and are accessible to all
- Safety-aware and responsible – you'll promote positive behaviour and wellbeing at social activities
- Confident communicator – you're able to engage with members, venues and the wider committee
- Collaborative team player – you'll work closely with Communications, Vice roles and the wider committee
- Positive role model – you're at the centre of setting the tone for respectful, enjoyable group culture

Skills You'll Develop in the Role

What you'll grow and strengthen through the experience

- Planning and delivering a varied programme of inclusive social events, from small gatherings to large group activities
- Building confidence in event management, logistics and risk-aware planning
- Creating welcoming environments that encourage participation and help members connect
- Developing communication and interpersonal skills through working with diverse groups
- Promoting events creatively alongside the Communications Officer to drive engagement
- Managing group dynamics and supporting positive behaviour at social activities
- Working with campaigns, awareness events and themed projects throughout the academic year
- Strengthening leadership, organisation and problem-solving skills through hands-on experience
- Developing transferable skills in teamwork, coordination and community-building



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