**JOB DESCRIPTION** – Student Activities and Events Assistant

**Updated** – July 2022

**Reports to**: Events & Marketing Co-ordinator

**Job Description**

The Student Activities and Events Assistant will be responsible for supporting the activities of the union as a whole as well as acting for a central conduit between our students and the union through digital and social media. The role will support the activities team with administrative and organisational tasks as well as organising number of activities themselves. We are particularly keen to grow our activities in a way that encourages a wider range of students to engage in SU activities.

**Summary of Principal Duties**

* To support and organise a range of activities to engage a wide cross section of students in our activities designed to build a sense of community and belonging on campus.
* To provide administrative support for the sports clubs and societies alongside the activity’s coordinator. To provide event and administrative support for the large-scale commercial events alongside the events and marketing coordinator.
* To provide support for the SU President and Vice President to deliver “give it a go” or social/recreational activities
* To engage students through our digital and social media channels by ensuring content is up to date and our activities well-advertised.
* To ensure the website and enquiries into the SU Email inbox are regularly responded to.
* To handle student enquiries.
* To support students to deliver their own activities.
* To work with our key partners in estates, maintenance, health & safety and IT to ensure HASU is able to operate effectively.
* To support the broader administration of the SU Director and Finance Officer to ensure the union is effectively managed.
* To work with the venues team to ensure effective use of our space.
* There may be some occasions where work outside of regular hours is required in and around our major events. This time will be given back in LIEU.

**General Expectations**

• To be self starting and enthusiastic in your role and in supporting the broader team.

Keep yourself and others safe by maintaining high standards of Health and Safety and adhering to other relevant law and regulations.

• Maintain the highest standards of Confidentiality and Data Security, in accordance with the General Data Protection Regulations 2018.

• Comply with the policies, procedures, and protocols in place within the Students’ Union. These are available in the staff handbook.

• To look for best practice across the sector and comparable institutions for trends or activities that would improve the student experience at Harper Adams

• Contribute to the delivery of the annual Student Welcome activities to support the Students’ Union in delivering a high-quality experience for returning and new students.

• Any other duties as commensurate with the role.

This is a description of the post as it is presently constituted. The Students’ Union reserves the right to periodically examine an employee's job description and to up-date or amend it to ensure that it is related to the duties then being performed, or to incorporate new duties, as required.

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| *Summary of Terms and Conditions* |
| The role is based on a 35 hour working week. |
| Holiday entitlement will be 25 days plus 8 statutory public holidays. |
| The notice period for this post is two months. |
| HASU offers a contributory pension scheme, in which you may choose to participate. |
| Free Gym Membership |
| A cash healthcare plan |



**PERSON SPECIFICATION**

The following sets out the range of personal qualities, skills and experience that the preferred candidate will be able to demonstrate.

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| **QUALIFICATIONS** | **Essential** | **Desirable** |
| A good standard of written and spoken English | X |  |
| A good general standard of education | X |  |
| **EXPERIENCE AND SKILLS** | | |
| Strong administration skills | X |  |
| Experience of having coordinated groups of people |  | X |
| Experience of working in a Educational environment |  | X |
| Proven experience of coordination of volunteers |  | X |
| Excellent interpersonal, communication and negotiation skills | X |  |
| Strong IT skills – (Microsoft Office) | X |  |
| Familiar with the use of social media platforms | X |  |
| Proven ability to multi-task and meet tight deadlines | X |  |
| Understanding of student interests |  | X |
| The ability to build strong relationships quickly | X |  |
| Experience of having developed areas of work independently |  | X |
| **INTERPERSONAL SKILLS** | | |
| Approachable nature. Being able to mix with a range of people from diverse backgrounds. | X |  |
| Positive attitude, with a “can do” approach. | X |  |
| Desire to work in a student environment within democratic structures. | X |  |
| Committed to the principles and practice of equal opportunities, to include trust and respect for others. | X |  |
| Empathy with the aims and values of the Harper Adams Students’ Union. | X |  |

**COMPETENCIES**

**Accountability**: takes personal responsibility for the part they play in our student body and wider society.

**Student focus**: keeps the needs of students at the heart of activities.

**Personal effectiveness**: consistently role models high standards and good practice.

**Inclusivity**: applies an understanding of equality and diversity to strengthen positive engagement in all our students’ union’s activities and services.

**Results focused**: maintains commitment to targets and results, striving consistently to achieve them.

**Communications**: helps to provide clear, consistent and appropriate messages at all levels of our students’ union and beyond.

**Political awareness**: applies an appreciation of the political environment in which our students’ union operates.

**Motivational leadership**: actively leads, establishes expectations, accountabilities, purpose and vision, creating an environment where others can achieve optimal performance.

Signed by employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_