

## Events Assistant Role Description

<b>Reports to:</b> Club & Society Coordinator
<b>Role Purpose:</b> Plan, Deliver and communicate SU events
<b>Salary:</b> £8.36/hr
<b>Hours:</b> 20hrs/wk. Variable. Inc. Evening and Weekends. Job share option
<b>Start:</b> Immediate.
<b>Key Relationships:</b> Students, LTSU Staff colleagues, Officers

### **Key Responsibilities**

- Organise and lead Union events in our hospitality venue including Bingo, Quiz's and Karaoke.
- Support our Membership Services Coordinators (Voice & Activities) with seasonal events such as Academic Interest Awards, Graduation, Clubs/Society Awards Evening and Varsity.
- Support our Clubs & Societies to promote their events.
- Ensure events are organised in accordance with health and safety procedure of the Union.
- Develop high quality digital content of each event (Photographic, video and infographics) which is relevant and engaging to Leeds Trinity Students.
- Work closely with all staff in ensuring our website and social communication channels reflect the range of events and activities available.

### **Membership Engagement**

- Ensure that our events are well publicised and attended.
- Ensure that we are responding to student feedback.
- Develop social media content for Facebook, Twitter and Instagram and our website through articles and interviews.

### **General**

- To develop positive and productive working relationships with colleagues, partners and stakeholders.
- To work with colleagues to ensure students, staff and stakeholders are aware of all activities relating to the Union.
- All work to be done in line with Union constitution, policies & procedures and appropriate Health and Safety, Insurance, Financial legislation and Data Protection.
- Adopt a flexible approach to work hours including evening, weekend and remote working often at short notice.
- Maintain knowledge of good practice in event health and safety.

### **Critical Success Factors**

- Members are highly aware of Union events.
- Participation rates increase at Union events.
- Members feel that the union's events are high quality and allow them to actively participate in the union.

## Person Specification

You should be able to demonstrate across the application process:	Essential	Desirable	Tested By
<b>QUALIFICATIONS</b>			
Educated to A' level or equivalent		Y	A
Event qualification		Y	A
<b>EXPERIENCE</b>			
Experience of planning and delivering group events		Y	A/I
Experience of managing accurate records and systems		Y	A
<b>KNOWLEDGE</b>			
Understanding of social media platforms and how they are used to engage a student audience	Y		A
How to encourage participation in events	Y		A
<b>SKILLS AND ABILITIES</b>			
Flexible and adaptable to change	Y		I
Ability to work to tight deadlines	Y		I
Ability to establish good working relationships in a multicultural environment	Y		I
Ability to work as part of, as well as lead a team	Y		I
Ability to take a constructive and co-operative approach to solving problems	Y		I
Approachable and empathetic	Y		I
Excellent written, oral, and interpersonal skills	Y		I
Ability to communicate ideas, expectations and requests clearly	Y		I
Ability to share information effectively	Y		I
Excellent organisational skills, including the ability to plan, prioritise and manage own workload	Y		I

### **Tested by Application (A) Interview (I)**

*Where an experience, skill or personal quality has "A" next to it you should seek to include an example of how you meet this criteria in your application.*

### **To Apply**

Please send our application form referencing the person specification to [LTSUHR@leedstrinity.ac.uk](mailto:LTSUHR@leedstrinity.ac.uk) by the application deadline. Applications that are submitted after the deadline will not be considered.

### **Guidance on completing your Application Form**

On the application form you will need to fulfil any essential qualities tested by the application process to be invited for interview. Desirable qualities will then help the shortlisting panel make a decision between different candidates who meet the essential qualities. Any qualities tested that we indicate are only going to be tested at Interview do not need to be addressed on the application form.

A strong answer for each of these points offers clear examples of your personal impact through a previous experience that could be from a number of different experiences such as, but not limited to a previous job, volunteering role or work at home. We advise before filling out the application form to reflect on how to relate your skills, knowledge and experience to each of the points assessed at application. The strongest applications detail how candidates meet all of the criteria, matching

transferable skills and experiences to the person specification with clear examples of your impact. Only information included in the application form will be considered when making a decision on shortlisting to interview.

### **Interview Process**

Should you be invited to interview it is usual practice for us to contact references at this point unless you have asked us not to. There will be a standard interview with a selection panel that includes an elected officer and a Union staff member (usually the hiring manager). You will be notified of who is on the interview panel in advance. There may also be a task and/or presentation which you will also be advised of in advance. We encourage you to still get in touch between being invited to interview and attending the interview with any questions you may have.

We offer feedback on request to all candidates who are invited to interview, regardless of whether you are successful.

### **Further Information**

Should you have any questions about the role please contact Simon Law, Deputy General Manager at Leeds Trinity Students' Union by email [LTSUHR@leedstrinity.ac.uk](mailto:LTSUHR@leedstrinity.ac.uk)

You can also find out more information about the organisation at [www.ltsu.co.uk](http://www.ltsu.co.uk).