



Leeds Trinity Students' Union  
Brownberrie Lane,  
Leeds,  
LS18 5HD

### **Union Student Staff – [Apply Now](#)**

Student staff play an exciting and important role within our Charity. Be it providing a friendly face during Freshers' Week, excellent customer service in StUdio, SU shop, Events and Campaigns.

We employ our members. Last year, as a charity, put **£60,000+** back into student pockets through flexible casual employment.

Optional areas of employment with us include;

- **StUdio-** The primary social space on campus serving food and drink, day and night.  
*Example shifts pattern, 2hr-6hr shift options published weekly during opening hrs (September to April.)*  
*Note; This is an alcohol serving role.*  
*Reports to; StUdio Co-ordinator.*
- **SU Shop-** On campus shop providing essentials during the day.  
*Example shifts pattern; 4-6 hr shifts will be available intermittently in and out of term time (September to June)*  
*Note; This is a non-alcoholic environment to work in.*  
*Reports to; Commercial and Central Services*
- **Events-** Freshers week, SU Elections, Re-freshers week, Conferences and Campaigns run throughout our calendar year.  
*Example shifts pattern; Multiple 1hr-6 hr shifts during specific weeks (September, January, March and July)*  
*Non-alcoholic environment to work in.*  
*Reports to; Activities Coordinator.*

During application you will be able to opt in/out of each area. Training is provided.

Leeds Trinity Students' Union is an ambitious and growing organisation to work for. We are led by our values of putting students first, being inclusive and personalised in our approach and striving to be exceptional in everything that we do.

Within this pack you will find a role description and person specification. An [online application form](#) is available on our website. Please note CV's will not be accepted.

Thank you for your interest in the role and please do not hesitate to get in contact if you require any further information.

Yours Faithfully,

**Simon Law**

Interim General Manager

<b>Student staff Role Description</b>
<b>Role Purpose: To work in a range of Student Union areas including Events, Shop and StUdio.</b>
<b>Salary: £8.20 / hour</b>
<b>Hours: Variable Casual hours</b>
<b>Start date: September</b>
<b>Key Relationships: Students, SU Staff colleagues, SU Officers</b>

### **Key Responsibilities**

#### **StUdio;**

- To provide front line excellent customer service to all students serving food and drink.
- Ensure compliance with Health and Safety.

#### **SU Shop;**

- To provide front line excellent customer service to all students in retail.
- Support the administration of stock.
- Ensure compliance with Health and Safety.

#### **Events;**

- To engage with Leeds Trinity students to ensure they have fun through Union events and activities.
- To provide support to one off events such as SU elections and Freshers Week.

#### **General**

- To be a positive ambassador for the Union.
- To champion sustainability in Union activity.
- To develop positive and productive working relationships with students and colleagues.
- All work to be done in line with Union constitution, policies & procedures and appropriate Health and Safety, Insurance, Financial legislation.
- Adopt a flexible approach to work hours including evening, weekend and remote working often at short notice.

*The role description is an outline of the main responsibilities of the post and may be subject to any future amendments as may be deemed appropriate. Such other duties may be reasonably prescribed by the organisation, appropriate to the grade and responsibilities of this post.*

*Please note there will be considerably more hours available in particularly areas or at busy points throughout the year.*

## Person Specification

When [applying on line](#), wherever possible please provide evidence in the supporting statement to show how you sufficiently meet the criteria assessed by application. This helps us decide which candidates we will then invite for interview.

Person Specification	Essential	Desirable	How Assessed
<b>Experience</b>			
Current Leeds Trinity Student	X		A
Experience of providing excellent customer service		X	A/I
Experience of working as part of a team to deliver a positive outcome		X	I
Previous voluntary or paid work at Leeds Trinity Students' Union		X	A
<b>Skills</b>			
Strong interpersonal skills being able to develop positive relationships with others quickly	X		A/I
Adept at using Social Media to promote events/ activity		X	I
<b>Personal Qualities</b>			
A commitment to the Union values of Students First, Inclusive, Personalised and Exceptional	X		I
Adaptable and flexible approach to work proactively seeking solutions	X		A/I
Strong time keeping skills	X		A/I
Able to work evenings and weekends.	X		A
*Good availability for StUdio shifts on Wednesdays (day and night)		X	A

### 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.

### Timescale

Application Deadline: 24<sup>th</sup> August, 9am

Interview date: 25<sup>th</sup> and 26<sup>th</sup> August

Start dates-

Events from 3<sup>rd</sup> Sept,

StUdio from w/c 7<sup>th</sup> Sep

SU Shop from w/c 7<sup>th</sup> Sep

### To Apply

Complete our [online application form](#) before 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 digital 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.

Reasonable travel expenses agreed in advance will be reimbursed for any candidate invited to interview. During pandemic restrictions interviews will be conducted on a digital platform. The link to this meeting will be shared via email. Unfortunately, if you are unable to attend the interview date we can not guarantee that we will be able to interview you on an alternate date. However, we will consider any requests.

### **Further Information**

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