**Student Staff Person Specification**

When [applying on line](https://ltsu.forms-db.com/view.php?id=110554), 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 |
| Experience |  |  |  |
| 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 |
| Skills |  |  |  |
| 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 |
| Personal Qualities |  |  |  |
| 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.*

**To Apply**

Complete our [online application form](https://ltsu.forms-db.com/view.php?id=110554) 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)