



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

## Union Engagement Team

The Union Engagement Team play an exciting and important role in our work with Leeds Trinity students. Be it providing a friendly face during Freshers' Week taking students on a range of on and off campus activities, providing excellent customer service to students at one of our events.

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.

We have won both the NUS and Educate North Students' Union of the Year awards in 2017 and were shortlisted Students' Union of the Year in 2018 and 2019. The Union has also recently completed Quality Students' Unions an externally verified quality mark achieving the best available score across a number of categories.

Our services include supporting a number of Sport Clubs & Societies, Shop, independent Advice service, Course rep system and a range of one-off student activities.

We will soon be embarking on a new strategy from 2020. We would like you to be a part of that.

Within this pack you will find a role description and person specification. An application form is included as part of this role advertisement as a separate document and can also be sent to you by contacting [LTSUHR@leedstrinity.ac.uk](mailto:LTSUHR@leedstrinity.ac.uk) 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**  
Deputy General Manager

## Union Engagement Team Member Role Description

<b>Reports to: Deputy General Manager</b>
<b>Role Purpose: To work on a range of Student Union activity such as Freshers', Elections, Awards ceremonies and Give it a Go</b>
<b>Salary: £7.70 / hour</b>
<b>Hours: Zero Hours</b>
<b>Start date: 13<sup>th</sup> September</b>
<b>Key Relationships: Students, LTSU Staff colleagues, Officers, Student Council</b>

### **Key Responsibilities**

- To engage with other Leeds Trinity students to ensure they have fun through Union events and activities.
- To provide support to one off events such as going on trips off campus.
- To undertake work on various Union projects such as Freshers', staff led awards, Varsity, Awards and Elections.
- To provide front line excellent customer service to all students be this on Union stands or Shop.
- To provide administration support for the Union for different student engagement activity.
- To promote and sell tickets for Union activity.
- To champion sustainability in Union activity.
- To be a positive ambassador for the Union.

### **General**

- 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 at particularly busy points of the year such as Freshers' in September and Elections in February and March.*

## Person Specification

When writing your supporting statement, wherever possible please provide evidence 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>			
Ability to use Microsoft Office Packages		X	A
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>			
Ability to work on own initiative as well as operating as part of a wider team	X		A/I
Tact and diplomacy, recognising that you work in a democratic environment	X		I
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
Able to work some evenings and weekends	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: Open

Successful candidates contacted: Tbc

Interview date: tbc

Start date: From September 2019

**Applications should be emailed to [LTSUHR@leedstrinity.ac.uk](mailto:LTSUHR@leedstrinity.ac.uk) by the application deadline.**

## **To Apply**

Please send an 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.

Reasonable travel expenses agreed in advance will be reimbursed for any candidate invited to interview. 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.

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)