

Events Assistant Job Description

Salary: £24,480

Responsible to: Events & Entertainment Manager

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. Purpose of Post:

To support the planning, delivery, and evaluation of the HSU events programme, with the aim of increasing student engagement by creating inclusive activities and opportunities for the entire student population. You will work collaboratively with other service areas to ensure the delivery of relevant, high-impact activities that maximise engagement and best support our student community.

2. Main Duties and Responsibilities:

- Support the planning, delivery, and ongoing development of the Events programme, with a focus on enhancing the student experience and fostering strong, vibrant student communities.
- Under the direction of the Events and Entertainment Team Manager, support the delivery of all HSU flagship events, including (but not limited to) Welcome, Welcome Back, Elections, and Varsity.
- Work collaboratively with other service areas to ensure events and activities requiring physical staffing are appropriately resourced and supported.
- Collaborate with other service areas to deliver relevant, engaging activities that best support and reflect the needs of our student community.
- Provide administrative support for events, ensuring accurate and timely completion of all relevant documentation.
- Support the promotion and marketing of the Events programme to maximise student engagement.
- Build effective working relationships with key University personnel and external stakeholders to enhance collaboration and raise the profile of the Students' Union.

- Respond to requests and enquiries from a wide range of individuals and groups, delivering consistently high standards of customer service.
- Undertake any other duties appropriate to the grade of the post.
- Able to work some evenings and weekends to meet the demands of the organisation.

PERSON SPECIFICATION

Job Title: Events Assistant

	Requirements	Essential Desirable	Assessed by *
1	Qualifications/Training		
1.1	Relevant degree or qualification in related subject	N/A	N/A
2	Experience		
2.1	Knowledge of devising, planning, risk assessing and delivering events, activities and projects.	D	A/I
2.2	Previous experience of successful partnership and collaborative working	E	A/I
2.3	Experience in working towards and achieving targets.	E	A/I
2.4	Experienced in delivering in person customer service and help	D	A/I
3	Knowledge, Skills & Attributes		
3.1	Ability to use digital technology to increase stakeholder engagement.	D	I
3.2	Ability to manage own performance effectively in order to achieve personal and departmental objectives.	E	I
3.3	Effective communication skills, both written and verbal, report writing skills, experience of delivering presentations and communicating with people at all levels.	E	I
3.4	Able to think creatively to continuously improve services	E	I
3.5	Commitment to and understanding of inclusion within a diverse and multicultural environment	E	I

***A – Application, T – Task, I – Interview**