

JOB

Outreach & Engagement Assistant - Placement

£23,020

35 hours per week

Fixed-term: Full Time Mid-August 2025 – End June 2026

Hallam Students' Union is looking for an enthusiastic individual to join our Outreach & Engagement team as an Outreach & Engagement Assistant.

What's the job?

As an Outreach and Engagement Assistant you'll be essential in supporting the team to drive engagement with the Students' Union. Working directly with our students you will help us to understand their needs; and help them access the right services, activities or opportunities for them. This is a varied role working across the union where no two weeks will be the same. Whether supporting with major events like 'welcome', helping students in the cost-of-living shop OR answering students email enquiries – You will go wherever the students are to grow engagement, support their needs, showcase all the amazing things the union does; but to also help us understand where we need to do more or be different.

Who you are:

You will be a driven, engaging and naturally curious person that isn't afraid of a busy working environment. Problem-solving will come naturally, and meeting and talking to students to understand their needs should be something you relish. With an affinity for customer service and helping people, you will understand that no two students needs are the same and will be driven to help them access all of the services they need so that they can have the university experience they want.

Why apply?

Apart from being paid for a job you will love, there are other benefits for joining us. We have a culturally diverse and progressive atmosphere; you will get generous paid holidays and flexible working patterns. We are professionals and take pride in the work that we do but we also do not take ourselves too seriously, so expect a casual dress code and work environment. You will also be eligible to apply for a TOTUM (NUS Extra) discount card, accessing a range of savings from leading retailers. Alongside that, we understand the value and importance of our staff continuously developing personally and professionally.

We're committed to equality of opportunity for all. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability status. We want to support diverse and inclusive work environments and are actively looking for people who share our values.

If you would like any further information or an informal enquiry about the roles please contact Lee Porter, Head of Retention and Experience at Lee.Porter@shu.ac.uk

For further information and an application pack (please note we do not accept CVs without the supporting documents), please visit the Sheffield Hallam Students' Union website

<https://www.hallamstudentsunion.com/jobs-with-shusu/>

Closing date for receipt of all applications is **05 May 2025**

Interviews are currently planned to be held on **14 May 2025**