



Events Assistant - Placement

£24,480

35 hrs per week

Fixed term: Full time mid July 2026 – End June 2027

Hallam Students' Union is looking for an enthusiastic individual to join our Student Communities Team as an Events Assistant.

What's the role?

As an Events Assistant, you will play a key role in supporting the Events and Entertainment Team to design, deliver and evaluate a diverse programme of events. You will help ensure our events and trips are inclusive, safe and representative of Hallam Students' Union and the interests and needs of the Sheffield Hallam student community.

Who are you?

The successful candidate will have a genuine interest in building partnerships and collaborations with both internal and external stakeholders, contributing to a vibrant and engaging programme of social activities that creates a strong sense of belonging among Sheffield Hallam students.

You will be self-motivated, organised and able to work effectively both independently and on your own initiative, while also supporting the team in delivering operational plans and achieving agreed targets. You will bring creativity to your role and feel confident in suggesting ideas and improvements to enhance our services.

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 Bex Powls, Head of Student Communities at r.powls@shu.ac.uk

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

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

Closing date for receipt of all applications is **9.00am on Monday 23rd March 2026**
Interviews are currently planned to be held on **Thursday 9th April**