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**Part-time Burnley Engagement Activator (Student staff) – 10 hours per week**

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| **Department:** | Engagement |
| **Reports to:** | Satellite Campus Coordinator |
| **Pay band and salary range:** | £11.44 per hour |
| **Job type:** | Part time, fixed term until May 2025 |

Are you looking for an exciting new part-time job where you can join a dynamic team, meet new people and have fun at work? Look no further than UCLan Students' Union.

We are seeking an enthusiastic and friendly Burnley Engagement Activator to support our team in achieving its aims and help ensure student-led activity continues to grow at our Burnley campus. As an ambassador for the Students’ Union you will assist in organising and conducting regular feedback forums, as well as help to develop some of Burnley campus’ annual SU events including the Big Hello, Golden Roses, and our Burnley students’ get-together. There will also be opportunities to collaborate with the team to deliver your own mini projects, showcasing your creativity and initiative.

What you’ll do:

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| Key responsiblities |
| 1. **Bring Events to Life:** Play a pivotal role in planning and executing vibrant events and activities on our Burnley campus, creating memorable experiences that resonate with students. |
| 1. **Empower Student Leaders:** Offer essential support and guidance to student group leaders and course representatives, helping them thrive and succeed. |
| 1. **Be the Voice:** Actively promote the Students' Union’s diverse array of activities to the wider student community, ensuring every student is aware of the exciting opportunities available across all campuses. |
| 1. **Be a Union Ambassador:** Develop a thorough understanding of how the Students' Union operates, assist students in getting involved, and direct them to the right resources if they encounter any issues. |

Duties and Responsibilities:

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| Specific duties and activities |
| |  | | --- | | 1. Engage with students at Burnley campus to encourage and support the setup of new societies.   Share knowledge on club and society membership tailored for satellite campus students. | | 1. Utilise your understanding of the Students’ Union’s operations to guide students to appropriate resources and support services.   Provide assistance and information to students with questions or issues. | | 1. Collaborate with all departments to deliver Union-wide events and activities, including the Burnley Big Hello, Open Days, Study Break, and Golden Roses.   Ensure smooth execution and high engagement at these events. | | 1. Work closely with the Campus Engagement Coordinator on administrative tasks, event planning, and development.   Contribute to the seamless organisation and success of campus events. | | 1. Assist the Campus Engagement Coordinator in promoting equality, diversity, and inclusivity within the Union’s services.   Support initiatives that foster an inclusive campus environment. | | 1. Actively promote and support the Students’ Union’s satellite campus events.   Engage the student community to maximise participation and awareness; record and monitor participation statistics for these. | |

Person Specification:

List of the knowledge, skills, experience, and qualifications required for the role and whether these are essential or desirable for the role.

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| Qualifications and Experience | **Essential** | **Desirable** | **Assessed by** |
| **Qualifications** | | | |
| Current UCLan student | √ |  | Application |
| **Experience** | | | |
| Experience of planning an event or activity to a successful outcome | √ |  | Application and Interview |
| Experience of admin processes and an ability to achieve results within given timescales |  | √ | Application |
| Previous involvement in the Students’ Union, such as experience of being part of a sports team, society, or volunteering opportunity | √ |  | Application |
| Knowledge | **Essential** | **Desirable** | **Assessed by** |
| Background knowledge of the Students’ Union and our activities and events |  | √ | Application and Interview |
| Awareness of issues related to equality, diversity, and inclusivity | √ |  | Application and Interview |
| Familiarity with the specific needs and dynamics of satellite campus students. | √ |  | Application and Interview |
| Skills | **Essential** | **Desirable** | **Assessed by** |
| Excellent communication and interpersonal skills | √ |  | Application and Interview |
| Ability to work under pressure | √ |  | Application and Interview |
| Confident talking to new people | √ |  | Interview |
| Empathy with Students’ Union aims and values | √ |  | Interview |
| Willingness to develop yourself and others | √ |  | Application and Interview |
| **Qualities** | **Essential** | **Desirable** | **Assessed by** |
| A dynamic individual with a ‘can do’ positive attitude and approachable demeanour | √ |  | Interview |
| Proactive and self-motivated with the initiative to drive projects and events forward | √ |  | Interview |
| Flexible approach to tasks and workload | √ |  | Interview |
| Passion for student engagement and community building | √ |  | Interview |
| Demonstrates trust, openness, and respect in dealing with staff and members | √ |  | Interview |

**Note:** We would not be able to offer this role if you are working as an Ambassador for the University

**Application deadline**: 9am, Mon 21st Oct 24

**Interviews**: w/c 4th November

To apply for the role, please submit a copy of your CV with an accompanying cover letter & [Diversity Monitoring Form](https://sumf.uclan.ac.uk/machform/view.php?id=307077) to ECNewstead@uclan.ac.uk prior to the deadline