



London Met Students' Union

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| Job Title: Student Activities Assistant (up to 2 positions) | |
| Salary: | £12.43 per hour including holiday pay |
| Hours of work: | <p>It is anticipated that this role will work approximately 10-15 hours per week. Exact hours to be agreed with the Student Activities Coordinator</p> <p>Hours to be worked from 1st September 2022 and then term-time only until 5th May 2023 with the possibility of 4 weeks extra work at the discretion of LMSU</p> <p><u>Candidates must be available to start work from 1st September 2022</u></p> <p>Final confirmation of these roles is dependent on approval of LMSU's budget for 2022-23</p> |
| Report to: | Student Activities Coordinator |
| Job Purpose: <ul style="list-style-type: none">• To assist in delivering an excellent, student-led service to students and Student Groups as part of the Student Activities team• To provide administrative, operational and events support for the Student Activities team | |

Main Duties and Responsibilities:

- To respond to queries from students, LMU and LMSU staff and other stakeholders in a friendly, timely and accurate manner
- To be the first point of contact for students, answering queries, providing information and support and referring to the Student Activities Coordinator and others as appropriate
- To provide administrative and operational support for the Student Activities team, including arranging meetings, ordering refreshments, taking minutes, room booking, external speaker requests, checking facilities, kit and equipment, maintaining systems, collecting and analysing student feedback and ordering and distributing supplies and materials
- To assist with the planning and delivery of key events in the Students' Union and Student Activities calendar, including Welcome Fairs, Leaders Elections, Student Awards, volunteer socials, Student Groups elections and cultural and liberation events and campaigns
- To assist in the design, delivery and evaluation of Student Groups training
- To facilitate, provide support for and promote Student Group activities and events
- To draft and send relevant communications to students, Student Groups and Student Group leaders, including the Student Groups content in the monthly Students' Union newsletter and regular newsletters and updates to Student Groups and Student Group leaders
- To ensure all relevant social media channels are kept up to date and interactive, including media (photos, videos) from different activities and events
- To assist with the promotion of Student Activities and Student Groups throughout the University and externally
- To assist with the promotion of opportunities within Student Activities and the Students' Union to students, including ordering and distributing promotional materials, creating videos, staffing stalls and attending events
- To support the Student Activities Coordinator in developing and improving the Student Activities service, ensuring that developments are responsive to feedback from students and in line with the strategic aims and priorities of LMSU
- To assist in other activities as and when required by the Student Activities Coordinator

Miscellaneous/ Other Duties:

- Act as an ambassador for LMSU, promoting a positive image in everything that you do
- Attend meetings and training events as required to aid SU and your own personal development
- Undertake training and develop specialist knowledge in appropriate areas
- Comply with and promote the environmental and sustainability policies and practices within the SU
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with all colleagues and activities. This may involve undertaking duties in support of the activities and services of other areas of LMSU
- To carry out duties at all times in compliance with LMSU's policies and procedures
- Carry out all duties in accordance with LMSU policies designed to protect members of staff and students from harassment.
- To not act in a prejudicial or discriminatory manner towards staff, students, visitors, or members of the public. The postholder should also counteract such practise of behaviour by challenging or reporting it.
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the SU and University Health and Safety Policies, Codes of Practice and local arrangements
- Cooperate with the line manager or any other person with specific responsibility for health and safety, to enable the SU's and University's responsibilities under the Health and Safety at Work Act to be performed
- Demonstrate a commitment to working in a democratic environment
- To carry out any other relevant tasks in order to fulfill the overall requirements of the post and assist with the smooth running of the Union's elections
- The job holder may undertake other duties of a reasonable nature, as may be determined by the postholder's line manager from time to time, in consultation with the postholder
- The job description may be subject to amendment from time to time after discussion with the post holder
- The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required
- This job description does not constitute part of the contract of employment

Review Clause:

This is a description of the job as it is presently constituted. It is LMSU's practice to periodically examine job descriptions and to update them to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes. This procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. When a manager seeks to amend or vary the job description it will seek to do so with the agreement of the employee, giving consideration to any representations s/he may wish to make. Where agreement is not possible, the manager will confirm the changes to the job description to the employee in writing, together with the date on which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means is appropriate. Where changes are made to a job description, consideration will be given to whether the post should be subject to re-evaluation depending on the extent and scope of the changes.

Personal Specification

| Attributes | Relevant Criteria | How Identified | Rank |
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| 1. Relevant Experience | Experience of administrative tasks | Application form and interview | Essential |
| 2. Education and Training | Current Student at London Met University | Application form | Essential |
| | Current member of a Student Group at LMSU | | Desirable |
| 3. General & Special Knowledge | Have an understanding and appreciation of diversity, showing a commitment to promoting inclusivity | Application form and interview | Essential |
| | Knowledge of the issues affecting Student Groups at LMSU | | Desirable |
| 4. Skills & Abilities | Ability to work both independently and as part of a team | Application form and interview | Essential |
| | Ability to undertake a range of administrative tasks and procedures | | Essential |
| | Basic IT skills, including using G Suite | | Essential |
| | Ability to organise and prioritise work | | Essential |
| | Excellent communication and interpersonal skills, including an ability to engage enthusiastically with students | | Essential |

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a shortlist.