



## **Application Pack: Student Opportunities Assistant - Lampeter**

### **About Us**

UWTSD SU is a Students' Union with a unique set of challenges and opportunities. We are spread over 6 sites across Wales and England.

These sites include:

**Birmingham** - Our newest campus founded in 2017. Birmingham contains two sites, the original Sparkhill site and the new Quay Place site with three buildings in the heart of the city. Most students study CertHE programmes.

**Cardiff** - Our smallest campus in terms of student numbers. This campus is spread across a few locations in the centre of Cardiff and consists of multiple programmes, including Performing Arts and CertHE centric courses.

**Carmarthen** - A campus with a very traditional feel, as numerous students live on campus, and study a wide range of programmes such as Sport, Education, and Performing Arts.

**Lampeter** - Our oldest campus, has the largest footprint, and is second smallest in terms of student numbers. The campus only delivers humanities courses and has a strong community feel.

**London** - Established in 2012, the London campus has rapidly expanded to capacity and there is a planned move of site location to Canary Wharf in the works. The programmes offered here are primarily CertHE.

**Swansea** - Our largest campus in terms of number of programmes offered and student numbers, the campus is spread over a series of buildings in the centre of Swansea and in the marina area.

We are led politically by our Sabbatical Officers, strategically by our Chief Executive, and charitably by our Trustees.

You can view our current team here: <https://www.uwtsdunion.co.uk/about/team>

### **The Student Opportunities Team Mission**

To make every campus fun and engaging.

### **The Student Opportunities Team Vision**

To be Fun, Lasting, Accessible, Trustworthy, Supportive, and Inspiring.



## **Job Description: Student Opportunities Assistant - Lampeter**

<b>Starting Salary</b>	£21,840 (pro rata to 0.6 FTE)
<b>Contract Type</b>	Permanent
<b>Working Hours</b>	Maximum of 20 Hours Per Week (0.6 Equivalent Hours)
<b>Location</b>	Lampeter <ul style="list-style-type: none"> <li>- This role is expected to work on one particular campus (Lampeter) with potential occasional travel to other UWTSD sites on an ad hoc basis.</li> <li>- This post is expected to primarily work on site.</li> </ul>
<b>Reporting To</b>	Student Opportunities Manager
<b>Responsible For</b>	<ul style="list-style-type: none"> <li>- Line management and support opportunities may present themselves throughout the academic year, of either student staff or interns. This can be for a specific project, or on an annual basis.</li> </ul>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>- To be a generalist support for students, working across the Students' Union's project portfolio to engage and involve students in all types of union activity.</li> <li>- To be a point of contact for all elected representatives including Student Group Committees, Part-Time Officers, Student Voice Reps, and Course Reps.</li> <li>- To provide administrative assistance and support to the Student Opportunities Department.</li> </ul>
<b>What We Offer</b>	<ul style="list-style-type: none"> <li>- Generous Annual Leave package (28 days, plus Bank Holidays, plus 2 weeks off for Christmas - pro rata)</li> <li>- Professional development opportunities, with a free leadership and management qualification</li> <li>- Supportive line management and a fun working environment</li> <li>- Access to an Employee Assistance Scheme to help support your wellbeing</li> </ul>

## **Principle Accountabilities**

- I. The post provides administrative assistance to the Student Opportunities Department Team for the purposes of delivering safe and fun student Opportunities for Lampeter students.
- II. Support the growth of student volunteering within the Students' Union across all locations, promoting opportunities, recruiting volunteers and assisting project leaders.



- III. Support regular student-facing campaign and engagement activity around campus.
- IV. Undertake research on the student experience as well as wants and needs of students at their relevant campus.
- V. Act as a first point of contact for students requiring student support or academic representation, referring appropriately.
- VI. Support student groups to achieve successful recruitment and running of their activity (including supporting fund-raising activity).
- VII. To update students regularly through articles, blogs, and other methods of communication as deemed appropriate. Supporting elected representation roles and committee roles on campus with what they wish to deliver to students.
- VIII. To encourage students to participate in activity that improves their University experience, develops their skills and/or creates a vibrant and engaging community, signposting relevant academic experience matters to the Student Voice Team.
- IX. To champion core SU policies, including a commitment to equal opportunities; zero tolerance to harassment; sustainability; and bilingualism and the Welsh language.
- X. To work with the Students' Union to enhance the provision of high-quality activities and facilities for students, and the development of the range of activities and facilities available for the respective campuses.
- XI. To ensure information is gathered and fed back between the Students' Union, the University and Students regarding issues, wins, and challenges.
- XII. To promote and refer students to the relevant University support services. Supporting initiatives that encourage student well-being and promote community cohesion.
- XIII. To work flexibly around student hours and availability. This is likely to include regular evening and/or weekend work depending on the campus. Lampeter Students study on a block system, so aligning working days and times around this to be available for student engagement is important.