



NOTTINGHAM TRENT STUDENTS' UNION

JOB DESCRIPTION

Job title	Opportunities Assistant (Student-Led Events)
Salary	£13.01 per hour
Department	Membership Services
Working pattern (hours/weeks etc)	Average 20 hours to be worked flexibly to meet the needs of the role with regular evening and weekend work required, the post holder will work across all NTU campuses as necessary.
Responsible to	Opportunities Manager
Supervisory responsibility	Student Staff & Volunteers as necessary
Job purpose	<p>To enhance the student experience by supporting the delivery of a diverse range of Student -led events across events across all NTU campuses.</p> <p>To promote events management practices amongst our student leaders, executive officer team and staff by ensuring events are effectively supported.</p>

Main duties and responsibilities

1	Coordinate and support staff and students to deliver an inclusive and diverse events program across all NTU campuses. Attend and oversee events as required, gathering feedback to monitor the student experience and support continuous improvement.
2	Maintain, and deliver operational procedures and planning systems to ensure the effective scheduling and delivery of events and activities, keeping all processes and tools up to date and accurate.
3	Collaborate with the Venues team to ensure clear communication and effective planning for events held in Union spaces, supporting their safe and successful delivery alongside commercial operations.
4	Support the Opportunities Manager in the delivery of strategic objectives through assigned projects & duties.
5	Provide effective administration, ensuring systems are maintained and data is processed in an efficient and appropriate way including processing finances accurately and in a timely manner in accordance with union policies.
6	To support and lead key events including but not limited to, freshers' events, awards evenings, and other membership service events.
7	To support the wider work of the Opportunities Team and Membership Services department across all campuses and sites.
8	To provide input and suggestions to support continuous improvement within the department with regards to operational plans, budgets and project proposals.
9	Engage in sustainable practices while in the workplace accepts and follows sustainable office policies and procedures.

Secondary and other duties

1	To ensure all activities are conducted in line with NTSU policies including but not limited to Financial Regulations, and Health & Safety Policies and Procedures.
2	Support the delivery of organisation-wide initiatives, such as elections, stakeholder campaigns and end of term.
3	To maintain documents and records in line with data protection policies and procedures.
4	Use data driven approaches to guide work, and implement targeted interventions in line with broader departmental objectives.
5	To carry out any other reasonable duties that may be asked of you.
6	Tries new and sustainable practices: whenever possible, employee tries to reduce the negative environmental impact of their work – especially their waste and greenhouse gas emissions.

Conduct and Attitude

The Union expects that the post holder will undertake their duties in a manner conducive to creating a pleasant and positive working environment, role modelling appropriate standards of behaviour and etiquette between themselves and beneficiaries, stakeholders, customers and colleagues. The post-holder will have the ability to deliver and receive constructive feedback, fostering an environment of continuous improvement and development.

Standards

At all times, the post holder will;

- Portray a positive image of NTSU, both professionally and personally.
- Actively support good sustainability practices in line with the organisation's ethical and environmental policies.
- Promote and share our commitment to a culture of equity, diversity, and inclusion, being empowered to report any concerns in line with the relevant NTSU procedures.
- Uphold the values of NTSU, demonstrating high standards of integrity, accountability, respect for others, courtesy and professionalism.
- Have a flexible approach and be willing to support colleagues in their department and the wider NTSU team.
- Undertake any reasonable task that helps NTSU achieve its objectives, given their role and position in NTSU.

Miscellaneous

- This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities.
- NTSU will periodically examine job descriptions/person specifications to ensure they accurately reflect each role.

- Following consultation with the post holder, this specification is subject to alteration to account for any substantive change in duties and or level of responsibility.

EMPLOYEE SPECIFICATION

Job title	Opportunities Assistant (Student-Led Events)
Department	Membership Services
Responsible to	Opportunities Manager

Criteria	Essential	Desirable
Experience	Be a current NTU student	Familiarity with sustainable office practices
	Experience of working with a diverse range of people in an inclusive way	Experience of organising activities for students or young adults
	Experience of delivering multiple projects, events or activities	
	Experience of supporting others to deliver successful projects	
	Experience of supporting other to develop their own events	
Skills	Possess a strong work ethic and maintain positive attitude	Ability to develop working relationships with students and staff
	Able to work and communicate with a diverse range of people	Ability to support and motivate others
	Ability to prioritise and organise your own workload	
	Strong analytical skills to identify issues and their potential causes	
	Proficient user of MS Office Suite and willingness to learn/use other information systems	
Knowledge	Understanding and commitment to equity, diversity, and inclusion with the ability to incorporate awareness of these issues in all areas of work	Understands what can be recycled on campus, and how to recycle it properly.

		An understanding and appreciation of student opportunities and engagement
		An understanding of students' union's work.
		Knowledge of relevant health and safety regulation for event management
Values	Committed to embedding inclusive, student-led engagement initiatives	
	Dedicated to creating an environment that is supportive	
	Promote and share our commitment to a culture of equity, diversity, and inclusion	