

STUDENTS' UNION ASSISTANT – JOB DESCRIPTION

TITLE:	Students' Union Assistant (Membership)
RESPONSIBLE TO:	Head of Membership (Deputy CEO)
CONTRACT:	Part-time, hourly student staff contract. Fixed term from September 2026 to June 2027.
HOURS:	Expected average of 10 hours per week (term time and some vacation weeks) This may include occasional weekend and evening work
RATE OF PAY:	£13.68ph (inclusive of payment made in lieu of holiday)
PLACE OF WORK:	Winchester Students' Union, King Alfred Centre (SO22 4NR) Some work at other ad-hoc locations including remote working may occasionally be required

PURPOSE OF THE POST

Working closely with the Students' Union elected officers and staff within the Membership areas of the Students' Union, improve the effectiveness of student representation, campaigns and projects across the Union's Education Zone, Welfare Zone, Activities Zone and Union-Wide work through the provision of focussed administrative support. The Students' Union Assistant (SU Assistant) will undertake work across all Membership areas under the direction of the Head of Membership (Deputy CEO) and alongside the President (Student Voice) and President (Student Engagement)

A. KEY RESPONSIBILITIES

1. To provide focussed administrative support, project planning and delivery, campaign work assistance, and wider work across all Membership areas of the Union.
2. Work closely under the direction of the Head of Membership (Deputy Chief Exec) to support administration of work, including but not limited to email correspondence, appointment scheduling, and note taking for meetings.
3. Support delivery of the Education Zone areas of work; including but not limited to supporting the Student Academic Representatives (StARs scheme), Speak Week, Elections, and wider student voice work.
4. Support delivery of the Welfare Zone areas of work; including but not limited to supporting Wellbeing Initiatives, Recharge Days, Advice Centre pop-ups, awareness days.
5. Support delivery of the Union-wide areas of work; including but not limited to Equality, Diversity & Inclusion, and Communications & Celebrating Success.
6. Support delivery of the Activities Zone areas of work; including activity group administration and event support.

7. To assist elected officers and staff in conducting research, outreach, insight work, and other membership polling as required.
8. To assist elected officers and staff in producing reports, blogs, policies and other written material as required.
9. To support and promote the visibility and efficiency of elected officers, including administrative support for officers, noticeboards, diaries and inboxes as required, assistance with officer communications, and creating written copy on behalf of the officers as required.
10. To liaise with other Students' Union staff and departments where cross-Union coordination is required for projects, campaigns or events.
11. To assist with one-off activities, events and administrative support across all areas of the Union where, working with relevant staff and officers in these areas.
12. To support the wider work of the Union as required, including during Freshers Week and support of Freshers Fayre and over Arrivals/Welcome Week, as well as occasional Open Days to promote the Union to prospective students.
13. To support the day-to-day administration of the Students' Union email inbox, and other Union shared mailboxes, including replying to generic queries and/or signposting messages to the relevant staff member for response.

B. GENERAL

All Students' Union staff are expected to work within the ethos of the Students' Union and strive to achieve the following:

1. To work at all times within relevant legislation as well as the structures, policies and procedures of the Students' Union.
2. To work co-operatively with other Students' Union staff and officers, as well as relevant external organisations.
3. To adhere to the highest standards, especially of customer service and safety.
4. To seek to continually develop and improve Students' Union facilities and services.
5. To keep up-to-date with sector developments, local competition and students views/needs, where necessary undertaking market research to generate such information.
6. To undertake the necessary training and to attend meetings.
7. To promote a positive and professional image of Winchester Students' Union to its members, customers, stakeholders and other external people.
8. To positively contribute to the organisations ethical and environmental ethos.
9. To perform any other reasonable duties as requested by your line manager or their delegate.