

STUDENTS' UNION ASSISTANT PERSON SPECIFICATION

Criteria

Essential

Desirable

KNOWLEDGE (education, training & experience)

Studying for degree or equivalent at the University of Winchester (2026-2027)	✓	
An understanding of the Students' Union and its activities	✓	
Experience of supporting or facilitating the work of students, volunteers and/or elected officers		✓
Previous experience working in a democratic/ membership environment		✓

SKILLS

Effective use of Microsoft Office 365, including Excel	✓	
Excellent written and verbal communication skills	✓	
Exceptional organisational skills	✓	
Effective administrative support skills	✓	
Excellent attention to detail	✓	

ATTRIBUTES

Effective team working	✓	
Able to work proactively on own initiative	✓	
Able to manage a varied workload alongside multiple stakeholders	✓	
Successful work in a busy/distracting environment	✓	
A flexible and adaptable approach to work	✓	
A strong commitment to equality, diversity and inclusion	✓	
Committed to supporting our charitable vision and delivering high quality services to our students.	✓	