**JOB DESCRIPTION**

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| **Job Title** | Events Assistant | |
| **Department** | Membership Services | |
| **Rate of Pay** | National Minimum Wage, 25 hours a week | |
| **Report to** | Engagement Coordinator | |
| **Contract** | 6 months | |
| **Closing date for applications** | Thursday 19th August, 5pm | |
| **Interview Date** | … | |
| **Overview of Role**  Two Events Assistants will work alongside existing Guild staff, elected officers and 3 other Kickstart Trainees to develop and deliver an amazing student life for students at University College Birmingham. The Events Assistant’s focus will be on delivering and supporting officer-led campaigns, as well as working with officers to proactively reach out into the wider student body to ignite student life on campus and support students to develop gems of great ideas into activities, events and action.  Our Events Assistants will work hand in hand with our elected student officer team to put on community events both for the general student body, but also targeted in areas of particular importance to our team – for example helping to develop an active Women’s Campaign, or getting activity off the ground to help close the University’s black awarding gap.  They will work frequently out of our new on campus student space basing activities and events there to encourage students to feel a sense of ownership and belonging.  They will be proactive in mobilising students to affect change on the issues and experiences that matter to them, whether that’s organising a weekly event for students to drop in and play board games or shaping the curriculum on their course.  As part of the development within their role, they may work with societies, students and other Kickstart Trainees to establish new ideas and new systems to make the Guild an even better place to have an amazing student experience.  Their work will be varied and exciting, working in a fun and sociable environment with a real focus on development, growth and learning.  **Essential skills, qualifications and experience**  The most important skills required for this role are a passion and commitment to youth and student-led activities, a desire to develop a career in the broader charity sector, and someone who is excited at the prospect of empowering and supporting individuals and/or groups to make change happen and meet their goals. We will provide full support and training, and are looking to proactively help to support a young person to develop their career – so a willingness to learn, and desire to grow and develop the required skills are the most important aspect of this role.  The successful candidate should also be able work and communicate confidently with a diverse range of people and groups.  Some experience of organising events and/or activities would be desirable, whether formally in a job role, as a volunteer or more broadly in life.  We will be looking for someone who can develop great influencing skills, with a can-do attitude and a want to support elected students to deliver great campaigns and activities. They should have a commitment to developing the right skills to be effective campaigners and change makers.  The successful candidate should also have English and Maths fluency to GCSE level.  Experience of some form of formal working, whether in an office environment or otherwise, would be an advantage. | | |
| **Other Information** | | |
| **Role development** | | All Kickstart Trainees will take part in a national development programme, delivered by Koreo, a social enterprise that mobilises talent to create social change. Through a mix of self-directed and facilitated learning, you will be supported to develop employability skills, build networks and join part of an extensive community of young people kickstarting their careers in the community development space.  As a Guild of Students, our staff team is specialised in youth development and community building. We will provide you with a mentor, and work directly with you to identify your next career steps, supporting you wherever possible in gaining experience that will lead you to securing a role in your chosen field. |
| **Governance** | | The Guild is primarily governed by its Board of Trustees, comprising two full-time sabbatical officers, two current students and two external trustees. The Board have ultimate responsibility for the day-to-day management and operation of the Guild, through delegation to the President and the Director. The Trustees ensure the Guild remains legally compliant, solvent, and functions in accordance with the Constitution. |
| **Democratic** | | The student activities of the Guild are coordinated through the Executive Committee, of which all elected student officers are members, and which is formally a subcommittee of the Board. The Executive Committee is also responsible for maintaining a coherent record of policy adopted by Student Council, and developing and proposing new policies for Student Council to consider. |