**JOB DESCRIPTION**

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| **Job Title:** | Guild Assistant  |
| **Department:** | Membership Services |
| **Rate of Pay:** | National Minimum Wage  |
| **Report To:** | Membership Services Coordinator |
| **Job Purpose:** | **To support active and engaged student communities by activities including but not limited to:** * Supporting the delivery of projects focused on building community at UCB.
* Delivering a diverse and engaging program of activities.

**To support creating a home for students on campus by activities including but not limited to:** * Hosting a regular events and activities programme.
* Regular talking to and engaging with students using student spaces on campus.
* Making use of physical communication tools in our student spaces including blackboards, notice boards and table talkers.

**To help create a sense of belonging and collective ownership over student spaces on campus by activities including but not limited to:*** Supporting students to bring their own ideas and projects to life.

**To work to make student spaces on campus safe and inclusive by activities including but not limited to:** * Keeping spaces clean, tidy, and presentable throughout the day.
* Reporting any incidents to the Membership Services Manager.

**To provide an excellent experience when interacting with students by completing activities including but not limited to:*** Canvasing and gathering student opinion.
* Being the first point of contact for students, staff and officers, directly dealing and solving relevant enquiries.
* Signposting students to internal and external services where they can access support.
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|  | To perform any other reasonable duties in consultation with the Membership Services Manager. |
| **Closing Date:** | 1pm, 15th February |
| **Interview Date:** | 23rd February  |
| **How to Apply:** | You can find the application form for this role on the Guild website here: <https://www.ucbguild.co.uk/your-union/jobs/student-jobs/>. All application forms must be returned electronically to guild.recruitment@ucb.ac.uk.  |

**PERSON SPECIFICATION**

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| **Post:** | The Lounge Assistant |
| ***Essential*** |
| **Experience:** |
| 1 | Building and maintaining strong and productive relationships  |
| 2 | Experience of organising and coordinating events  |
| 3 | Passionate about building student community  |
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| **Skills & Abilities:** |
| 4 | Ability to work within a close team environment with students, staff, and elected student officers |
| 5 | High level of written and oral communication skills |
| 6 | Ability to be organised and to work independently and flexibly in the interests of the team |
| 7 | Ability to prioritise competing tasks and manage a varying workload |
| 8 | Excellent communication skills (both written and oral) |
| 9 | Ability to work and communicate confidently with a diverse range ofpeople and groups |
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| **Education & Qualifications:** |
| 10 | Current student, at any level of study, at UCB.  |
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| **Knowledge:** |
| 11 | An understanding of the student experience at UCB |
| 12 | An understanding of issues relating to equality, diversity, and inclusion |
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| ***Desirable*** |
| **Experience:** |
| 13 | Administration and working in an office environment |
| 14 | Knowledge and/or experience of membership organisations |
| 15 | Managing/coordinating a team of volunteers |
| 16 | Empowering and supporting individuals and/or groups to meet their goals |
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| **Skills & Abilities:** |
| 17 | IT proficiency including the use of Microsoft Office and knowledge of social media |
| 18 | Ability to establish and maintain effective working relationships with a wide range of people within the University |
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| **Knowledge:** |
| 20 | An understanding of community development |