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**JOB DESCRIPTION and**

**PERSON SPECIFICATION**

**Job title:** SU Crew

**Department:** London

**Salary:** £13.15 per hour

**Hours of work:** Hours based on organisation need and allocated to SU Crew team

**Responsible to:** Student Experience Coordinator

**Responsible for:** None

**Purpose of Role:**

This is an exciting opportunity to join our SU Crew, a team of students who:

* Help us deliver exciting, impactful activities to our members throughout the year.
* Create an approachable and friendly help point for all students.
* Boost the sales of our SU merchandise at the London Campus.
* Help us gather valuable feedback and create vibrancy on campus through engagement.

SU Crew members play a key role in supporting the permanent staff team across busy times of the year, ensuring we can deliver events, gather feedback and promote the SU in line with Students’ Union priorities. The role is varied and flexible to fit in with student life, you might be helping support queries on a helpdesk, getting out and about collecting feedback, encouraging students to vote in our elections or helping to run events and activities.

We’re looking for a range of students with different skills who are passionate about supporting opportunities for their peers! We’d like to hear from you about the skills you might be able to bring to the role in addition to the person specification, whether that’s event management, being an advocate for wellbeing, experience of working with students, or anything else you can think of.

You’d need to be able to work flexibly across varied hours, and the skills you have might influence the hours we could offer you. We’re looking for students who can work well in a team, are confident engaging with their peers in different settings and could bring new ideas and enthusiasm to our opportunities.

**Person Specification:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of assessment** | | | |
| **A** | **I** | **T** | **D** |
| **Qualifications** | | | | | | |
| A current student at the university of Sunderland in London | ü |  | ü |  |  | ü |
| **Experience** | | | | | | |
| Experience of working collaboratively with others | ü |  | ü | ü |  |  |
| Experience of working with a diverse range of people |  | ü | ü | ü |  |  |
| Experience of working or volunteering at events or activities |  | ü | ü | ü |  |  |
| **Skills and Knowledge** | | | | | | |
| Excellent interpersonal skills | ü |  | ü | ü |  |  |
| Confident IT Skills including using Microsoft office | ü |  | ü | ü |  |  |
| Excellent time management and organising skills | ü |  | ü | ü |  |  |
| Ability to establish positive relationships with staff and students | ü |  | ü | ü |  |  |
| Ability to work on own initiative, as well as part of a team. | ü |  | ü | ü |  |  |
| Knowledge of the function and purpose of a student’s union |  | ü |  | ü |  |  |
| **Values and Behaviours** | | | | | | |
| Comfortable working in a democratic, student-led environment | ü |  | ü | ü |  |  |
| Strong commitment to, and understanding of, the principles of equality, diversity and inclusion | ü |  | ü | ü |  |  |
| Ability to thrive in a busy and fast-paced environment |  | ü | ü | ü |  |  |

**\*A = Application form, I = Interview, T/P = Test or Presentation, D = Documentary Evidence**

This job specification is non-contractual and is subject to alteration after consultation with the post holder.

**Reviewed:** April 2024