



## JOB DESCRIPTION

<b>Job Title:</b>	Events Assistant
<b>Salary:</b>	£7.70 per hour.
<b>Location:</b>	Various: On and off Campus Events and Students' Union Offices
<b>Hours:</b>	Maximum of 20 hours per week (Zero Hours Contract)

### **MAIN PURPOSE OF JOB:**

To support the marketing department with the planning, advertising and monitoring of all SU events and activities. This will involve liaising with clubs, societies, volunteering groups, schools, organisations and other departments within the University of Hertfordshire and local community. The role will also involve performing administrative duties and undertaking any other appropriate duties as required. Reporting into the Events Coordinator

### **MAIN DUTIES AND RESPONSIBILITIES:**

- To represent the Students' Union at events and activities and assist with the duties involved with the running of them.
- Engage with students, staff and visitors at SU events.
- Research and produce detailed proposals for events, taking into account timelines, venues, suppliers, staffing and budgets.
- To manage the events listings on the website, including the creation and monitoring of ticket sales.
- To assist with the creation of marketing communications for the events programme and may also involve helping to market any Students' Union events. This will involve creating social media posts and adding your input into the design of posters and leaflets.
- To attend events and activities where necessary and to give feedback on successes and areas that could be improved.
- To work safely at all times and to report any potential hazards on to supervisor/line manager.
- Any other administrative duties and appropriate tasks as assigned by your line manager.

### Service Excellence:

We go above and beyond for our students and each other – we're committed to providing excellent service across the board and we support each other to prioritise this every day.

## PERSON SPECIFICATION

### Events Assistant

SELECTION CRITERIA	REQUIREMENTS	ESSENTIAL/ DESIRABLE
<b>Educational Qualifications &amp; Training</b>	Basic numerical and language skills	E
<b>Knowledge</b>	Able to demonstrate an understanding of customer care and service. General understanding of Hertfordshire Students' Union and its services.	E D
<b>Experience</b>	Experience of working in a similar role. Experience of self-organisation. Experience of working in a team.	D E E
<b>Skills</b>	Interest and enthusiasm for Students' Union services and events. Ability to motivate and enthuse others. Ability to provide creative ideas for promotional activities. Good verbal communication skills. Ability to prioritise workload and manage own time. Excellent organisational skills. Ability to stay calm under pressure. Must be sensitive to people from a variety of backgrounds, cultures and religions. Ability to work as part of a team.	E E D E E E E E E
<b>Special Requirements</b>	Flexible approach to working hours. An interest in advertising and marketing.	E D
<b>Other</b>	Highly motivated, outgoing and enthusiastic. Successful candidates must be able to approach and speak with a variety of different people during events. Smart, clean and tidy in appearance. Projects a friendly, happy, helpful nature. Commitment to high standards of work and customer service. Full UK driving licence	E E E E D

This job description is intended as a guide to the duties required and is not exhaustive.