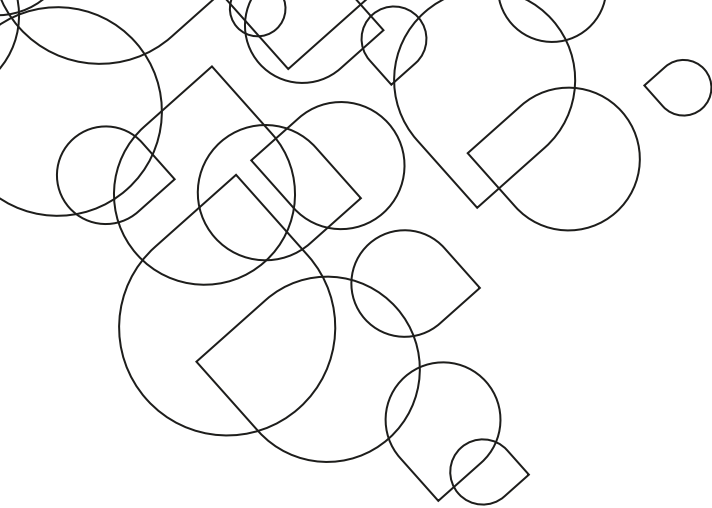




# Societies & Volunteering Support Assistant Application Pack



We are a registered charity named Student Association of the University of the West of Scotland.  
Charity Number SCO49356



## Sabbatical Team's Welcome

We are delighted you are considering the role of Societies & Volunteering Support Assistant at the Union of the University of the West of Scotland.

This new role would suit a student who likes to help organise events and activities. We are looking for a person who is passionate about organisation and planning that can help our societies make their events and meetings the best they can be and support local organisations to promote volunteering opportunities across our campuses. Working under the direction of our Student Opportunities Coordinator, you will support our 40+ societies to achieve their event goals. You will help them plan, organise and budget to ensure that their events are engaging to their members. These events can be anything from simple meetings to helping organise graduation balls.

A key value of our students' union is promoting Equality and Diversity - Advancing equality and breaking down barriers in all that we do. Applications from individuals are encouraged regardless of their race, gender/gender identity, sexual orientation, religion, age, disability status or any other diversity. We are happy to discuss any reasonable adjustments people may require in the recruitment process or once in the post.

This pack is designed to give you all the information you'll need about the role, our students' union and the benefits of working with us. We have also provided guidance on completing the application form, giving you the best opportunity to be shortlisted for interview.

If you would like to apply for the post, please complete the Application Form and the Diversity Monitoring Form and email them to [recruitment@uwsunion.org.uk](mailto:recruitment@uwsunion.org.uk). These both can be found within the job description on our website. **Please do not send a CV as it will not be considered.**

**Closing date for applications is Monday 15th January 2024 at 17.00pm with interviews being held on Thursday 25th January 2024.**

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed 6 months after the closing date, apart from documents relating to the successful applicant.

We look forward to receiving your completed application





## About our award winning students' union

We have been supporting and representing students since 1971. Of course, things have changed a lot over the years as the University of the West of Scotland has expanded and grown. We work across five campuses including Paisley (where our main union building is located), Ayr, Lanarkshire, Dumfries and London.

## Our Values

Our staff and students agree to and work within the values of our union – they underpin our behaviour and approach to all that we do.

### Welcoming

Always friendly and supportive, providing opportunities to meet new people, learn new skills and have fun

### Innovative

We are an ambitious union and are unafraid to try new ways of working to ensure students receive best services and university experience

### Student-Led

We are led by students, for students and ensure that student voices are at the heart of everything we do

### Equality & Diversity

Advancing equality and breaking down barriers in all that we do

## A Winning Team



### HE Student Union of the Year

2019/20

2021/22

2022/23

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**19,907**

Students across 5 campuses

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**418**

Student Reps

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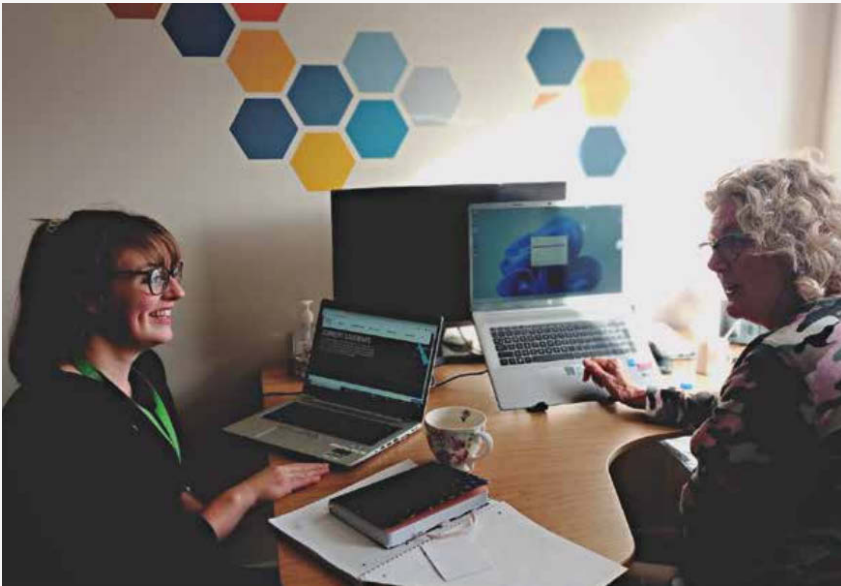
**76%**

Satisfaction rate

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**536**

Support appointments given



- ✓ Flexible working opportunities
- ✓ Commitment to supporting your continuing professional development
- ✓ Good working environment, friendly colleagues & lots of opportunities
- ✓ NUS Totum discount card & access to Perks at Work
- ✓ Access to Health Assured employee assistance programme

## Guidance on completing your application

As part of our commitment to equal opportunities, candidates for each post are treated equally. We remove all identifying personal information before any applications are passed on to the shortlisting panel. It is **very** important that your completed form contains both the information we want about your skills and experience and the information you want to give us.

Question 6 (Meeting the Person Specification) asks you to note down your general experience using no more than 2 A4 sides of paper and is the most important part of your application. **This is your chance to explain why you are suitable for the job.** It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples. You must demonstrate that you meet **all** of the essential criteria.

Please include any relevant experience, which may include current or previous employers but can also be from voluntary work you have undertaken.

The shortlisting panel will be assessing a large number of application forms so make sure your application is well laid out. Avoid using ALL CAPS as it is difficult to read.

Should you need to use an additional sheet of paper, please indicate the name of the post and the relevant section of the application form on the top of the sheet. **Do not send your CV as it will not be considered.**

References are normally taken up for the short-listed applicants before interview. If you do not wish for one or both references to be taken up at that point, please indicate on the relevant page. It is our policy to not make an unconditional job offer without taking up references.



## **What to expect from the interview...**

If you are shortlisted for interview, you will be invited to come to our Paisley campus to meet our interview panel. The interview panel will generally be made up of an elected officer, a team leader or manager and a head of department.

The interview itself will contain three parts – the first will be an interview task that will demonstrate your skills for the role. The second part of the interview will be a standard Q&A session, in which the panel will ask questions to test the competencies outlined in our person specification. All candidates will be sent the interview questions in advance. And finally, it is your opportunity to ask us questions about the role and the Union.

The union will send the details and materials of the task and the list of the questions that will be asked to those that are shortlisted for interview one week before the interviews will take place.

**Good luck from all the team!**

# JOB DESCRIPTION

<b>Job Title:</b>	<b>Societies &amp; Volunteering Support Assistant</b>
<b>Department:</b>	<b>Student Union Support Services</b>
<b>Location:</b>	<b>Paisley, Lanarkshire or Ayr</b>
<b>Salary:</b>	<b>£10.90</b>
<b>Hours of Work:</b>	<b>Ten hours per week</b>
<b>Type of Contract</b>	<b>Fixed Term until May 2024</b>
<b>Reports to:</b>	<b>Student Opportunities Coordinator</b>

This role exists to support societies and local organisations to promote volunteering opportunities to students. This will entail supporting societies, student groups and local organisations to organise activities, from organising social events to hosting meetings and volunteering fairs, with a view of building society engagement and awareness of opportunities to enhance their skills and experience through volunteering with local organisations.

### Key Responsibilities:

- Help societies organise their events, be it meetings, social gatherings, or trips, making sure these activities are followed through on.
- Help to support societies that are new, build their membership and give student sufficient notice of their activities.
- Helping society leaders turn their ideas into reality.
- Meet regularly with society leaders at the direction of the Student Opportunities Coordinator to help the groups keep their momentum.
- Answering basic enquiries from the societies team.
- To engage with local organisations with a view to promoting volunteering opportunities that will enhance the employability of our students.

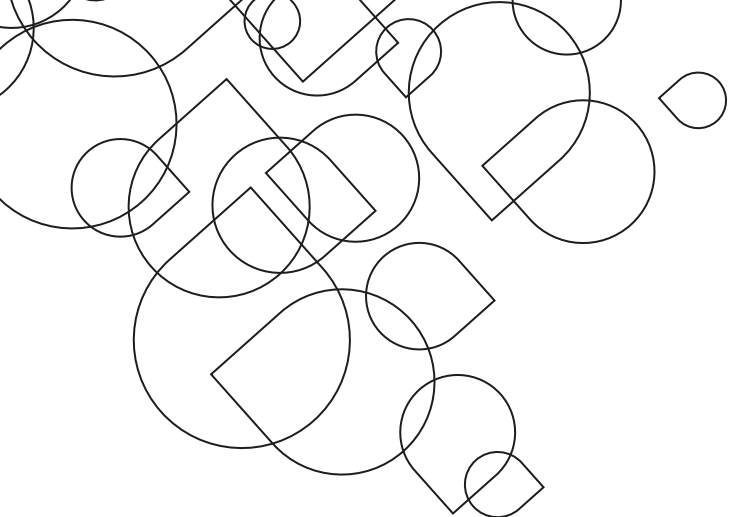
### Societies Council Support

- Help encourage societies to attend Societies council and help facilitate the meetings.



# Person Specification

<b>Qualifications / Training / Continuous Professional Development</b>	<b>Essential or Desirable</b>
1. Higher English or equivalent qualification	E
2. Strong Evidence of a commitment to continuous professional development, through attendance at training, conferences, and self-learning.	E
<b>Knowledge and Experience</b>	
1. Good knowledge of Student Societies and their functions in Student Unions	E
2. Experience of working with or supporting small / medium groups to achieve their goals	E
3. Experience in assessing risk	D
4. Fluent in English, both spoken and written	E
5. Experienced in the use of MS Office Software, including Excell, Word and Outlook.	E
<b>Skills</b>	
1. Excellent Organisational Skills	E
2. Excellent Communication Skills	E
3. Good Critical Thinking Skills	D
<b>Personal Qualities</b>	
1. Desire to work within a democratic student led environment	E
2. Understanding of commitment to equality of opportunity	E
3. Reliable and trustworthy	E
4. Team focussed	E
5. An excellent communicator with the ability to forge strong networks and relationships	E
6. Self-motivated and enthusiastic	E
7. Fun and approachable	E



@uwsstudents

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Storie Street  
Paisley  
PA1 2HB**

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**Email:  
Recruitment@uwsunion.org.uk**

**www.uwsunion.org.uk**