



JOB DESCRIPTION

Post title:	Student Activities Assistant
Line Manager	Sport and Activities Manager
Salary / Grade	£13.45 per hour plus holiday pay
Hours	Up to 10 hours per week, term time only
Location	Predominantly Newton Park Campus. You may be required to work at any of Bath Spa University campuses and there may be the opportunity for some home working

Purpose of the Role

- To provide proactive and professional administrative support for student-led clubs and societies.
- To assist in the planning and coordination of student activities, including events, training, and fundraising initiatives.
- To ensure safe and effective operations by managing bookings, equipment, risk assessments, and accurate record-keeping.
- To maintain clear and responsive communication with students, staff, and external partners.
- To contribute to the development of inclusive and engaging student experiences by embodying the Union's core values: ambition, teamwork, professionalism, and empowerment.
- To support charity initiatives and donation processes in collaboration with external organisations.

Main Duties & Responsibilities

Core Competencies

As a member of the Union's staff team, you are expected to demonstrate our core values through the following competencies at all times:

- Being ambitious, passionate, dedicated, committed & motivated
- Being team orientated: equally valued and respectful of colleagues
- Being professional & taking responsibility
- By empowering others and being willing and available to help and support

Specific responsibilities

- To provide general administrative assistance, including answering emails, booking facilities, rooms and transport, making purchases and processing invoices
- To help organise events, training and opportunities for students, including preparation and support for events such as welcome, club and society committee training and elections
- To organise all equipment and paperwork for activities such as student-led events, club and society activities and fundraising
- To ensure students conduct activities safely and appropriate risk assessments are in place
- To deal with student and other queries in a positive and efficient manner
- To maintain, accurate, up-to-date records including invoice records
- To input information into the Union's Customer Relationship Management system and run reports
- To update information on the Union's website and student dashboard
- To undertake various other ad hoc tasks to support Club and Societies
- Coordinate with external partners regarding charity initiatives and donation processes, ensuring alignment with institutional policies.

General tasks and Responsibilities

- To ensure that the Union's policies, particularly in relation to Health and Safety, Data Protection, Financial Management and staffing are adhered to
- To remain up to date with the Union's policies and procedures and to undertake any relevant training required.
- To ensure that fairness, respect, equality, diversity and inclusion are at the heart of the Union at all times, contributing to our role as Leaders in Diversity
- To ensure that sustainability is considered at all times, demonstrating our commitment to addressing the climate emergency
- To work proactively towards delivering the Union's strategic aims.
- To have a 'can do', problem solving attitude which contributes to the work of the whole team.
- To be prepared to work some weekends and evenings, according to organisational need or activities.
- To undertake any other duties required which are commensurate with the scope and grade of the post.

Signed (employee)

Date

Signed (line manager)

Date

Person Specification

Job Title: Student Activities Assistant

Criteria	Essential	Desirable	How is this assessed
Qualifications	<ul style="list-style-type: none"> ● Good general education 	<ul style="list-style-type: none"> ● First Aid certificate 	Application Interview
Skills & Knowledge	<ul style="list-style-type: none"> ● Excellent communication skills ● Excellent attention to detail ● Excellent administrative and organisational skills ● Ability to manage competing priorities 	<ul style="list-style-type: none"> ● Knowledge of student activities and opportunities at Bath Spa 	Application Interview
Relevant Experience	<ul style="list-style-type: none"> ● Experience of working within a team 		Application Interview
Personal Qualities	<ul style="list-style-type: none"> ● An approachable, problem-solving, can do attitude ● Ability to work unsupervised and using your own initiative ● Flexible and friendly approach 		Application Interview