

**JOB ADVERT**

**Student Activities Assistant**

**Fixed Term Contract, 10 Hours Per Week Term Time Only**

**Predominantly Newton Park Campus**

**£12.60 per hour**

**\*\*APPLICATIONS RINGFENCED TO CURRENT**

**BATH SPA UNIVERSITY STUDENTS ONLY\*\***

Reporting to our Sports & Activities Manager, your main responsibilities will be to assist with the day-to-day administration and organisation of clubs, societies and student opportunities.

On a day-to-day basis, you will be providing administrative support and student-facing engagement. This includes managing emails and booking rooms or transport for student events. Queries from students would come in regularly, and you’d respond positively and efficiently, helping them navigate processes or solve problems. You’ll help students plan and deliver activities—whether that’s preparing paperwork and equipment for a society fundraiser or guiding them through risk assessments for a trip. You’d also support larger events like welcome fairs or committee training, coordinating logistics. Behind the scenes, you’d keep accurate records, process invoices, and handle ad hoc tasks to ensure clubs and societies are well-supported and compliant.

For this role, you’ll work with the wider SU team such as finance and co-ordinators as well as external partners, especially charities, to align fundraising efforts with institutional policies. It’s a role that blends organisation, communication, and a real passion for student life.

Your work will enable the Union to provide a valued benefit to our members, supporting their mental and physical health and well-being, as well as supporting our cross-universities working relationships.

**Requirements and Qualifications**

Valuable assets include a positive, can-do attitude, with good communication skills to support people from all backgrounds. You need to have good organisational and time management skills, so you can prioritise your workload and enable successful student events. A lot of your time will be record keeping in Excel and updating the Union’s website and student database system with the latest information. You may have skills in writing and running reports. Ideally, you also have a genuine interest in the SU clubs and societies.

We are looking for a good level of general education.

Any job offer is on condition you can attend our induction sessions, which includes our Emergency First Aid qualification. You will also need to complete additional e-learning modules. You will be paid for these hours.

**Benefits**

This position offers:

* A pro-rata annual leave allowance paid on top of your hourly rate, plus payment for any lost shifts, due to SU closures
* Access to the NEST Pension Scheme with up to 11% Employer Contribution
* A range of Family Friendly & Health Policies to prioritise your wellbeing
* Structured induction and access to regular learning and networking opportunities

We are proud of the work we have undertaken to support all employees to overcome challenges and succeed in an open and inclusive workplace environment. We have been recognised as Leaders in Diversity and are signatories to the Mindful Employer Charter and the Employers Initiative on Domestic Abuse. We are currently participating in an assessment with LEXXIC Consultancy to be accredited for our work to support our Neurodivergent employees.

**How to Apply**

Applications may be submitted by email to su-recruitment@bathspa.ac.uk, no later than Sunday 19th October 2025. Interviews will take place on Friday 24th October 2025.

**Accommodations**

For more information about our accessible workplace or to discuss any support you may require for the application process and beyond, please contact Alison Collier, People & Culture Manager on a.collier@bathspa.ac.uk or call 01225 876123.