

Recruitment Pack



STUDENTS CULTURE COMMUNITY

Events and Venue Coordinator

A space to build. A place to bring people together.



YOUR **union**
UWS

Student Officer Team's Welcome

A space to build. A place to bring people together.

UWS Students' Union is bringing a multi-purpose student events and cultural venue to life in Paisley – and we're looking for an Events and Venue Coordinator with the energy, ideas and drive to help it grow.

This is a hands-on role for someone who enjoys building relationships, spotting opportunities and turning ideas into activity. You'll help shape a programme of events that excites students, welcomes local artists and creatives, and opens the doors to community groups and organisations looking for a great space to use.

Some days that might mean working with students or societies to try something new. Other days it might be talking to promoters, artists or local partners, filling the diary with bookings, or making sure an event runs smoothly from start to finish. Over time, you'll help this venue find its identity and build a reputation as a lively, welcoming space.

The venue also needs to work financially. You'll play a key role in growing income through events, hires and partnerships, helping us reinvest in better experiences, better spaces and more opportunities for students.

If you're someone who enjoys bringing people together, and wants the freedom to grow a venue rather than just manage one, we'd love to hear from you.

We welcome applications from people of all backgrounds and experiences and are happy to discuss reasonable adjustments at any stage of the process.

This pack contains everything you need to know about the role, our Union, and the benefits of working with us. You'll also find guidance on completing the application form to give you the best chance of being shortlisted for interview.

How to Apply

To apply, please complete the **Application Form** and **Diversity Monitoring Form** available in the job description on our website, and email them to recruitment@uwsunion.org.uk. Please note **we cannot accept CVs** as part of the application process.

- **Closing Date:** Friday 13th March at 10am.
- **Interviews:** Thursday 26th March 2026

We look forward to receiving your application!

Warm regards,
The Student Officer Team
UWS Students' Union





About UWS Students' Union

UWS Students' Union is a student-led charity representing more than 22,000 students across campuses in Paisley, Ayr, Lanarkshire, Dumfries and London.

Paisley is our largest campus and the historic home of the Union. It's a town with a strong creative identity, growing cultural activity and real potential. Many of our students live locally, commute, or balance study with work and family life. Creating spaces where they can connect, take part and feel part of something bigger really matters.

We support student representation, societies, advice and campaigns, but we also believe in the power of shared spaces.

We work in close partnership with the University to improve the student experience, and we actively build relationships with local organisations, creative practitioners and community groups.

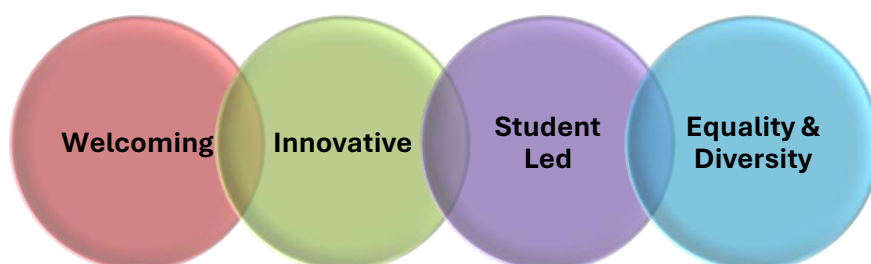
The venue in Paisley is part of that commitment. It's designed to be a lively, welcoming cultural space for students, while also opening its doors to local artists, creatives and community groups.

By developing strong partnerships and growing the venue sustainably, we can reinvest income directly into student opportunities, representation and support.

We're a small, ambitious team. We value initiative, collaboration and people who make things happen. This role will play a key part in shaping the future of our Paisley venue.

Our Values:

Our work is guided by our values:



Fast Facts

64

Active Societies

88%

**Satisfaction rate
with our Union**

1,112

**Members of
societies**

1,429

**Students attended
Welcome Events**

26

**Events delivered
between Sep – Dec
2025**

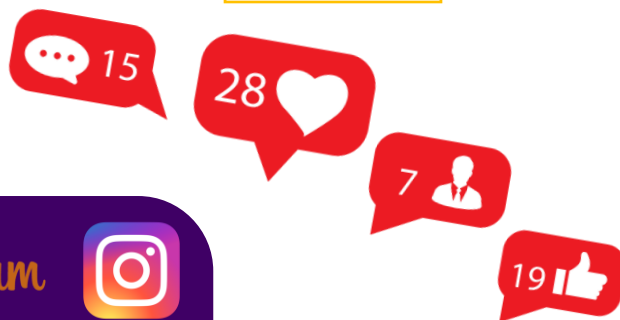
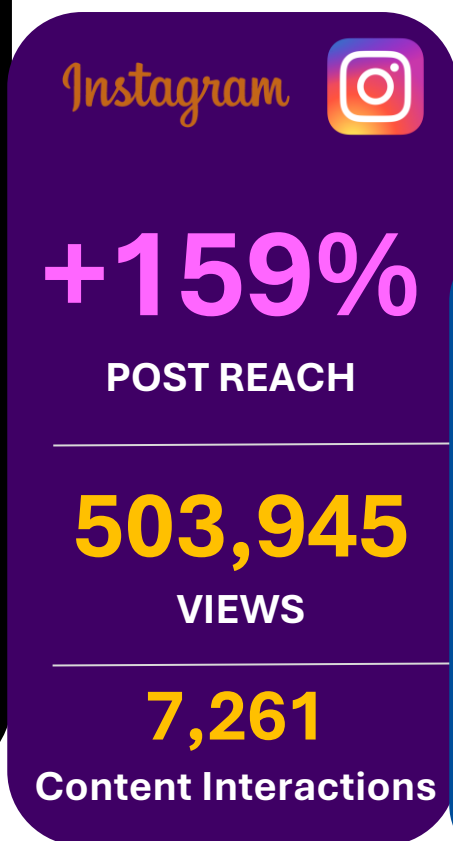
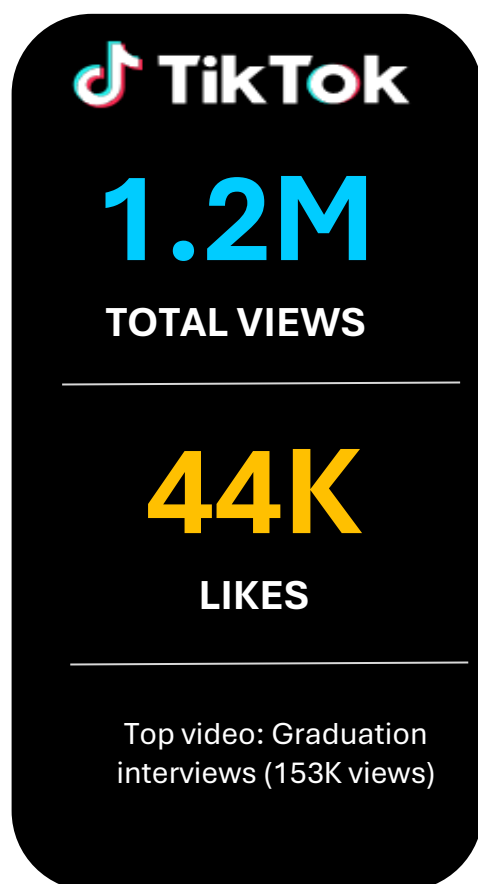
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**Students
volunteered to help
with Welcome
Events**

Our Digital Reach

Where Students Connect With Us

Our social media channels have transformed how we engage, inform and empower students across all campuses.



TikTok has quickly become our most viral outlet - other Students' Unions now look to our approach as best practice.



About the Role

This is a new role at a pivotal moment for UWS Students' Union.

We are developing our Paisley venue into a lively, multi-purpose cultural and events space that serves students while opening its doors to the wider creative and community life of the town. The Events and Venue Coordinator will play a key part in shaping what that looks like in practice.

You will help build a varied programme of activity across the year – from student-led events and society celebrations to gigs, talks, conferences and community hires. Some of this work will be about supporting and enabling student groups to bring their ideas to life. Some of it will involve building relationships with local artists, organisations and partners to grow the venue's reach and reputation.

This is a hands-on role. You'll be visible in the venue, working directly with students and event organisers, helping things run smoothly and solving problems as they arise. You'll also take a proactive approach to developing activity, identifying opportunities to fill the calendar, grow audiences and strengthen partnerships.

The venue needs to be creative and sustainable. Through external bookings, sponsorship and well-planned events, you will help generate income that can be reinvested into improving the student experience and supporting more opportunities for students.

We're looking for someone who enjoys bringing people together, is confident building networks, and is motivated by seeing a space come alive. If you want to help grow a cultural venue that connects students with the wider Paisley community, this is an opportunity to shape something with real impact.

What we offer

- 23 Days annual leave plus public holidays and 2 weeks holidays in Dec / Jan (pro rata)
- Flexible working opportunities
- Death in service benefit
- Commitment to supporting your Continuing Professional Development
- Good working environment, excellent colleagues with lots of opportunities to try new ways of working
- NUS Totum discount card & access to Perks at Work
- Access to Health Assured employee assistance programme

Guidance on completing your application

At UWS Students' Union, we are committed to equality of opportunity. To ensure fairness, all identifying personal information is removed from applications before they are passed on to the shortlisting panel. This means that it's essential that your application focuses on your skills and experience, as well as the information you wish to share with us about why you're the right candidate for the role.



Completing Question 6: Meeting the Person Specification

Question 6 is the **most important part of your application**. This section asks you to outline your general experience in no more than **two A4 pages**, and it's your opportunity to demonstrate why you are the ideal candidate for this role.

- **Demonstrate how you meet the person specification:** Provide clear and detailed examples to show how you meet each of the **essential criteria** outlined in the person specification.
- **Use specific examples:** Avoid general statements - explain what you did, how you did it, and what the results were.
- **Include all relevant experience:** This can come from your current or previous employment, voluntary work, or any other activities that have helped you develop the skills and competencies required for the role.

Tips for a Successful Application

- Ensure your application is **clear, concise, and well-structured**.
- Avoid using **ALL CAPS**, as it can be difficult to read.
- Make your points stand out with clear headings or bullet points where appropriate.
- If you need to include additional pages, make sure to clearly mark them with the **job title** and the relevant **application form section** at the top.
- Send your application in a **Microsoft Word** document.

Please note **CVs will not be accepted** as part of the application process.

References

References are usually requested for shortlisted candidates **prior to the interview**. If you would prefer that one or both of your references are not contacted at this stage, please indicate this clearly on the relevant page of your application. However, it is our policy to **only make an unconditional job offer after references have been taken up**.

Find Out More

For more information about UWS Students' Union, our mission, and the work we do to support students, please visit our website at www.uwsunion.org.uk.



What to expect from the interview...

If you are shortlisted for the interview, you will be invited to our Paisley campus to meet the interview panel. The panel will include an elected officer, a team leader or manager, and a head of service.

The interview will consist of three parts:

1. **Task:** You will complete an interview task designed to demonstrate the key skills required for the role.
2. **Q&A Session:** The panel will ask a series of questions to assess the competencies outlined in the person specification.
3. **Your Questions:** This is your opportunity to ask us any questions you may have about the role, the Union, or the organisation.

To help you prepare, the Union will provide the following to shortlisted candidates one week before the interview:

- Full details and materials for the interview task.
- A list of the questions that will be asked during the Q&A session.

We want to ensure you feel confident and prepared for the process, so don't hesitate to reach out if you need any further support or adjustments.

Good luck from all the team at UWS Students' Union!

JOB DESCRIPTION

Job Title:	Events and Venue Coordinator
Department:	Student Union Support Services & Enterprise
Location:	Paisley
Salary:	Grade 4 – starting salary £27,319
Hours of Work:	35 hours per week (including evening and weekend working)
Type of Contract	Permanent
Reports to:	Societies & Engagement Team Leader
Purpose of Role	
<p>This is a new and exciting role at the heart of the Students' Union's next chapter in Paisley. The Events and Venue Coordinator will play a key role in developing and delivering a vibrant programme of student-led events and activities, while also helping to establish and grow Paisley's new cultural and events venue. The venue will host student-led events, gigs, conferences, community activity, external hires and will become a focal point for student life and cultural activity in the town.</p> <p>The postholder will work closely with students, societies, officers, staff and external partners to bring activity into the venue, support student creativity, engagement and help position the space as a welcoming, inclusive, and well used hub for students and the wider community.</p> <p>This role combines hands-on delivery with partnership working, coordination and proactive development. It is ideal for someone excited by building something new, supporting student-led activity, and helping shape a distinctive community for UWS students and cultural venue for Paisley.</p>	
Key Responsibilities:	
<p>Student Events, Societies and Activities</p> <ul style="list-style-type: none"> • Support the planning, coordination, and delivery of a diverse programme of student-led events, activities, and society initiatives across the academic year. • Act as the key point of contact for student societies and event organisers, providing practical advice, guidance, and problem-solving support. • Support societies to use the venue effectively for social events, cultural celebrations, gigs, rehearsals, exhibitions and meetings. • Work with elected officers to deliver key moments in the student calendar, including Welcome/Freshers, society fairs, campaigns, and celebrations. • Support student groups to plan safe, inclusive, and well-run events, including guidance on risk assessments, licensing requirements, and Union procedures. <p>Venue Development and Programming</p>	

- Contribute to the development of the Paisley venue as a new cultural and events space, helping to shape how it is used by students, partners, and the wider community.
- Support the coordination of events such as gigs, performances, talks, screenings, and conferences.
- Collaborate with internal colleagues and external partners to programme activity that brings energy, footfall, and builds communities.
- Act as a welcoming and professional on-the-ground presence during events, ensuring activities run smoothly and students feel supported.
- Support the use of the venue outside term time, including conferences, community events, and external hires, where appropriate.

Partnerships, Income and Promotion

- Support the generation of sponsorship and income through events, venue activity, and external hires, working within agreed plans and budgets.
- Build positive working relationships with students, University colleagues, community organisations, local artists, promoters, and partners.
- Work with the Communications and Digital team to promote events, societies and venue activity to students and wider audiences.
- Help showcase student creativity and participation through events, campaigns, and stories.

Coordination, Administration and Insight

- Maintain accurate records of events, societies and activity, including attendance and participation data.
- Support evaluation and learning by gathering feedback from students and audiences to inform future programming and community building.
- Contribute to the development and review of guidance, processes and resources for societies and event organisers.
- Support budget monitoring for events and activity, in line with agreed plans and procedures.

General

- Work in line with the Students' Union's values, policies and commitment to equality, inclusion, and student-led activity.
- Attend relevant meetings, training and events as required.
- Undertake any other duties appropriate to the role.

This role supports the following UN sustainable development goals:



Person Specification

Qualification / Training / Continuous Professional Development	Essential or Desirable
1. University Degree (Or equivalent experience)	E
2. Strong evidence of a commitment to continuous professional development, through attendance at training, conferences and self-learning.	E
Knowledge and Experience	
3. Experience of planning, coordinating, or delivering events, gigs, performances, or public-facing activities.	E
4. Experience of working with students, volunteers, artists, or community groups.	E
5. An understanding of how to ensure events are engaging, accessible and well-run.	E
6. Experience of working collaboratively with a range of internal and external stakeholders.	E
7. Experience of supporting or completing risk assessments for events or activities, and working within health and safety procedures.	E
8. Experience of contributing to income generation, fundraising, or sponsorship activity.	E
9. Experience of developing an events programme or contributing to the growth of a venue, project, or programme.	E
Skills	
10. A proactive approach towards building partnerships and finding solutions to any issues	E
11. Strong organisational skills, with the ability to manage multiple activities and deadlines.	E
12. Excellent verbal and written communication skills, with the ability to work confidently with students, colleagues, and partners.	E
13. Ability to support and motivate others while respecting student-led decision-making.	E
14. Practical problem-solving skills, particularly in live or time-pressured event environments.	E
15. Good IT skills, including confidence using digital tools for communication, coordination, and basic administration.	E
16. Practical skills and confidence in supporting the use of basic music and visual event equipment, such as PA systems, microphones, projections, backline, or similar live event technology.	D
17. Experience of promoting events or activity, including use of social media or digital platforms.	D

Personal Qualities	
18. Commitment to the values and ethos of our Students' Union	E
19. Enthusiasm for student life, live events, creativity, and cultural activity.	E
20. A collaborative, approachable and supportive working style.	E
21. Commitment to equality, inclusion and creating welcoming spaces.	E
22. Willingness to work evenings and occasional weekends as required by events activity.	E



Best of luck with your application!



@UWSStudents

**The Students Union
Storie Street
Paisley
PA1 2HB**