



London Student Engagement and Representation Assistant Application Pack



We are a registered charity named the University of the West of Scotland Students' Union
Charity Number SC049356

Student Officer Team's Welcome

We're so pleased you're considering the role of **London Student Engagement and Representation Assistant** with the Students' Union!

This is a great opportunity—our first-ever student role designed especially for those studying at our London campus. In this role, you'll bring students together by supporting academic societies, organising student events, and helping student representatives make sure every student's voice is heard.

This role could be perfect for you if:

- You care about helping students share their opinions and making their voices heard by supporting Student Representatives and gathering feedback.
- You enjoy planning and organising activities, events, and meetings to bring people together.
- You're excited about making a real difference to student life at the London campus.

At UWS Students' Union, we value **Equality and Diversity** in everything we do. We're committed to breaking down barriers and making sure everyone feels welcome. We encourage students from all backgrounds to apply, and we'll be happy to discuss any adjustments you might need during the application process or once you start the role.

This pack has everything you need to know about the job, our Union, and the benefits of working with us. There's also guidance to help you complete the application form so you've got the best chance of being shortlisted for an interview.

How to Apply

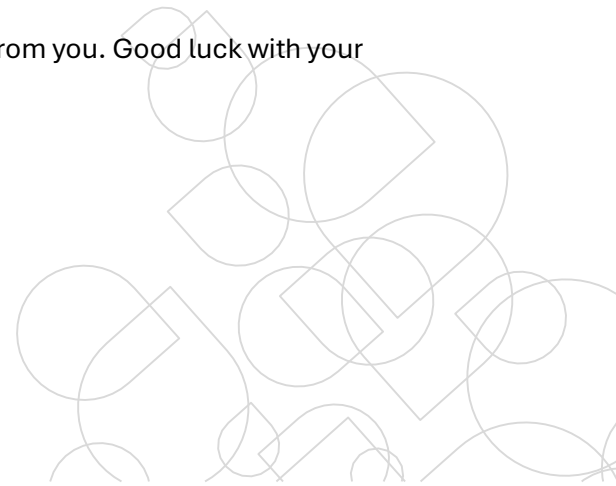
To apply, please complete the **Application Form** and **Diversity Monitoring Form** (available on our website) and email them to recruitment@uwsunion.org.uk. Please remember, we **don't accept CVs** as part of the application process.

- **Closing Date:** Friday, 14th February 2025, at 10:00 AM
- **Interviews:** Week commencing 3rd March 2025

All applications and related documents will be treated confidentially. Any unsuccessful applications will be securely deleted after six months.

We're excited to launch this new role in London and can't wait to hear from you. Good luck with your application!

Warm regards,
The Student Officer Team
UWS Students' Union





About our award-winning students' union

We've been supporting and representing students since 1971. Over the years, as the University of the West of Scotland has grown, so have we. We now work across **five campuses**: Paisley (our main hub), 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 the 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 that we do.

Equality & Diversity

Advancing equality and breaking down barriers in all that we do.

A Winning Team



Students' Union of the Year

2019/20, 2021/22,
2022/23

17,786

Students across 5 campuses

75%

Satisfaction rate with our Union

93%

Of Students **felt better** after contacting our **Advice Service**

1,300+

Members of societies & student groups



About the Role

At UWS Students' Union, our mission is simple yet impactful:

"To be the voice for students at UWS, effecting change and maximising the student experience by creating a sense of belonging and offering opportunities to improve students' lives."

We are excited to grow our Students' Union presence at the **London campus**, and this role is vital in helping us achieve that. As the **London Student Engagement and Representation Assistant**, you will help create a vibrant student community and ensure students feel supported and represented.

Key responsibilities include:

- Supporting the growth of **academic and student societies**.
- Encouraging and supporting students to become **Student Representatives**.
- Helping organise **events** where students can share their experiences and suggest ways to improve the London campus experience.
- Organising **welcome events** to help new students feel part of the community.
- Assisting with **training** for societies and Student Representatives.
- Helping to plan and run the Union's **elections**.

This is an exciting opportunity to make a real difference in shaping the student experience at UWS. You'll play a key role in fostering community, driving positive change, and ensuring the student voice is central to everything we do.

For more information about UWS Students' Union, our mission, and how we support students, visit www.uwsunion.org.uk.

What we offer

We are committed to creating a great place to work. Here are some of the benefits of working with us:

- **Living wage employer** – this role pays £13.85 per hour (including London weighting).
- **Flexible working opportunities** to fit around your studies.
- **Support for professional development** with training and learning opportunities.
- **A welcoming and supportive work environment** with fantastic colleagues.
- Discounts through the **NUS Totum card** and access to **Perks at Work**.
- Access to **Health Assured**, our 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.

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

Job Description - London Student Engagement & Representation Assistant



Job Title:	London Student Engagement and Representation Assistant
Department:	Student Union Support Services
Location:	London, with travel to the other campuses as appropriate
Salary:	£14.41 per hour (including London Weighting)
Hours of Work:	10 hours per week, including occasional evening and weekend work.
Type of Contract	12 months

The Role

Are you passionate about making sure students have a voice? This role is all about helping students on our London campus get involved, have their say, and create a real sense of community. You'll focus on supporting student representatives and academic societies while also helping new and existing student groups thrive.

You will be assisted and directed by the London Student Representation and Engagement Coordinator.

What you'll be doing:

Student Representation:

- Promote the role of student representatives to encourage more students to get involved.
- Assist in organising training and development opportunities for our Student Representatives so they feel confident in their roles.
- Support us in gathering student feedback with a view to improving students' experience at the London campus.

Supporting Societies:

- Help societies and student groups to plan and run events that bring students together and boost engagement.
- Work with society and student group leaders to grow their membership and make sure they're a key part of campus life.
- Ensure smooth leadership handovers so societies stay active and strong year after year.

Spreading the Word:

- Assist student representatives and societies in promoting their activities to get more students involved.
- Promote the benefits of academic societies with academic staff.

General Support:

- Be a friendly and approachable point of contact for student reps and group leaders.
- Meet regularly with student representatives and society leaders to provide advice and keep their momentum going.
- Support students in turning their ideas into events and initiatives that make a difference.

Person Specification

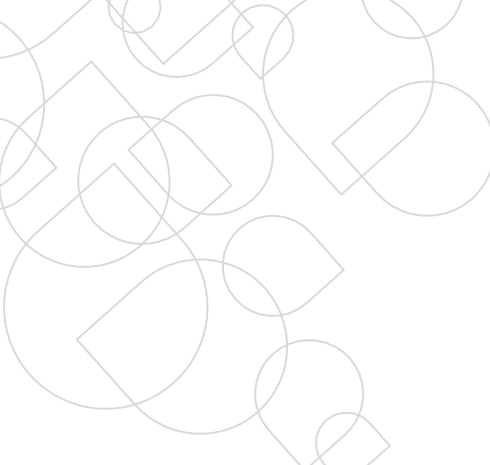
This section outlines the essential and desirable knowledge, skills, experience and qualities you'll need to meet to progress to interview (see guidance above for more information about how to fill out the application form)

Knowledge and Experience:

- 1. Experience Working with Student Groups or Similar:** You are a UWS Student and have been involved in our Students' Union or have equivalent experience from volunteering, community work or other organisations.
- 2. Understanding of Student Representation and Activities:** You understand the importance of student representation and how it helps improve their university experience and are familiar with the challenges and opportunities faced by student groups.
- 3. Event Organisation or Community Building Experience:** You have experience planning or supporting events, whether that's for student groups, work, or volunteering.

Skills and Qualities:

- 4. Passion for Student Life:** You're excited about improving the student experience and helping to build a fun, inclusive, and vibrant campus community.
- 5. Good English Language Skills:** You can speak, write, and understand English fluently.
- 6. Great Communication Skills:** You are confident in both verbal and written communication and can adapt your communication style to suit different audiences.
- 7. Organisation and Time Management:** You can manage your time effectively, juggle multiple tasks, and meet deadlines.
- 8. Teamwork and Collaboration:** You enjoy working with others and can help bring a team together to achieve shared goals.
- 9. Commitment to Equalities in Practice:** You actively promote equality, diversity, and inclusion in everything you do and are mindful of different perspectives and strive to make everyone feel valued.
- 10. Problem-Solving Skills:** You're resourceful and able to think on your feet when things don't go as planned.
- 11. Self-Motivation and Proactivity:** You're able to take the lead on tasks and work independently.
- 12. Digital Skills:** You're confident using tools like email, Microsoft Office, or Google Workspace (e.g., Word, Excel, Google Drive) and are willing to learn other tools like Canva or social media platforms to help promote events and activities.



Best of luck with your application!



@UWSStudents

**The Students Union
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