



## Help Shape the UWS London Student Experience

### London Student Representation and Engagement Assistant



£14.80  
per hour



15 hours  
per week



October 2026  
to July 2027



# A Welcome from Your Student Officer Team

Thank you for considering applying to join UWS Students' Union team as our London Student Representation and Engagement Assistant.

London is one of the University's largest campuses, with a diverse student community bringing together people from across the world. We want every student studying there to feel connected, know how to get involved and have meaningful opportunities to shape their university experience.

In this role, you will help bring students together, support student-led activities and make it easier for students to share their ideas and concerns. You will work closely with Class Reps, societies, Student Network Representatives and the Union's elected officers, helping us build a stronger and more visible Students' Union presence at UWS London.

You do not need to know everything about the Students' Union or student representation before you begin. We are looking for someone who enjoys working with people, listens well and is enthusiastic about creating opportunities for students. You will receive training and support from the wider Union team.

This is an exciting opportunity to help shape how the Students' Union works with London students and to make a real difference to their experience at UWS.

## How to Apply

To apply, please complete the **Application Form** and **Diversity Monitoring Form** on our website, and email them to [recruitment@uwsunion.org.uk](mailto:recruitment@uwsunion.org.uk). Please note **we cannot accept CVs** as part of the application process.

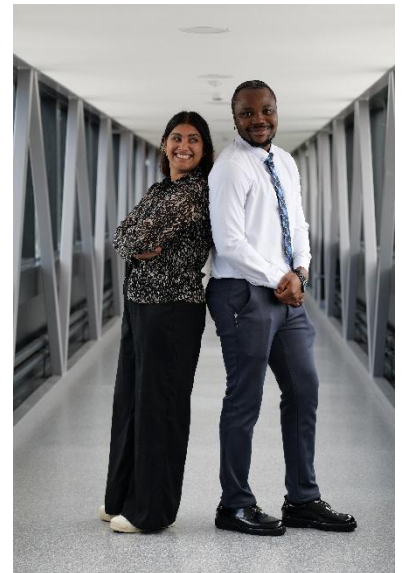
- **Closing date:** Wednesday 30<sup>th</sup> of September 2026 at 10am
- **Interviews:** Monday 12<sup>th</sup> of October 2026

Thank you for your interest. We hope you will consider joining us.

Good luck!

**Olakunle Stephen Adedoyin**  
President

**Akriti Shyam**  
Vice-President for Education





## About UWS Students' Union

We are a democratic, student-led charity. Everything we do starts with students - from elected officers who set our direction, to volunteers and societies who bring our campuses to life.

Our mission is simple:

*"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."*

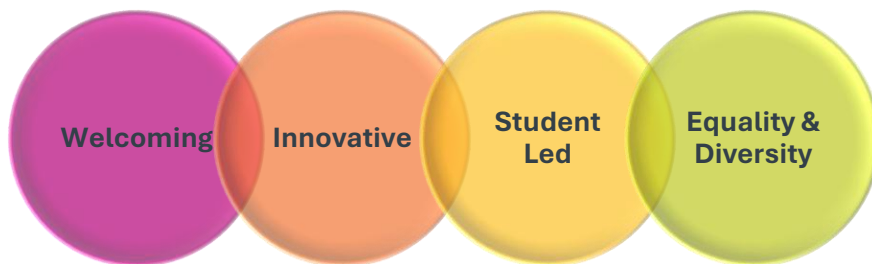
We work across five campuses: Paisley, Ayr, Lanarkshire, Dumfries, and London. Together, we create a Union that's led by students, for students.

We exist to:

- **Amplify student voices** to drive positive change across the University and beyond.
- **Empower students to lead** through campaigns, representation, and societies that reflect their passions and identities.
- **Build community and belonging**, creating spaces where students connect, celebrate, and thrive.
- **Champion wellbeing, equality, and sustainability** in everything we do.
- **Support students to grow in confidence**, developing skills that go far beyond their studies.

### Our Values:

Our work is guided by our values:



## Fast Facts

# 93%

**Voted in favour of  
our new Student  
Voice Structure**

# 88%

**Satisfaction rate  
with our Union**

# 91%

**Of students  
worry about  
finances**

# 653

**No. of students  
supported by  
Welfare and Advice**



# You spoke. We listened.

Your Voice, Only Louder.

## About the Role

The London Student Representation and Engagement Assistant will help strengthen the Students' Union's presence at UWS London and ensure students have more opportunities to connect, participate and shape their university experience.

You will build relationships with students, Class Reps and societies, support activities and events, and help students raise the issues that matter to them. You will also help students understand how the Union can support them and signpost them to relevant services when needed.

As part of the role, you will:

- Help students get involved in the Students' Union and its activities.
- Support Class Reps, societies and student-led initiatives at the London Campus.
- Help organise Campus Forums, events and opportunities for students to share their views.
- Gather student feedback and help ensure it reaches the right people within the Union and University.
- Promote the Union's services, elections, campaigns and opportunities.
- Work with Union staff and elected officers to improve the London student experience.

You will also be a member of the Union's new Executive Committee, working alongside elected Student Officers, Faculty Vice-Presidents and Student Network Representatives. The Executive Committee brings together student leaders from across UWS to discuss the issues affecting students, support the Union's democratic priorities and help ensure that decisions made by students are carried forward.

This is a new role, so you will have the opportunity to help shape how it develops. We are looking for someone who enjoys working with people, can build positive relationships and is committed to making the Students' Union accessible and relevant to London students.

## 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, 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.

# JOB DESCRIPTION

|                          |                                                                           |
|--------------------------|---------------------------------------------------------------------------|
| <b>Job Title:</b>        | London Student Engagement and Representation Assistant                    |
| <b>Location:</b>         | London                                                                    |
| <b>Salary:</b>           | £14.80 per hour                                                           |
| <b>Hours of Work:</b>    | 15 hours per week                                                         |
| <b>Reports to:</b>       | Head of Student Union Support Services                                    |
| <b>Type of Contract:</b> | Fixed-term: 26 <sup>th</sup> of October 2026 – 31 <sup>st</sup> July 2027 |

## Purpose of Role

This is a paid, fixed-term student role that combines student engagement duties with an appointed representative role for students at the UWS London Campus.

The London Student Representation and Engagement Assistant will help London students get involved in the Students' Union, have their voices heard and build a stronger student community. They will support the London Campus Forum, help students participate in their relevant Faculty Forums and support academic societies and other student groups to develop and thrive.

The postholder will also act as the appointed representative of London students on the Union's Executive Committee. They will regularly engage with London students, bring their experiences and priorities to the Committee and communicate back to students about decisions and progress.

Although the postholder will be appointed through a recruitment process rather than elected, they will be expected to represent the views of London students fairly and not simply express their own personal views.

## Key Responsibilities:

### Student Representation

- Coordinate and support the London Campus Forum, helping students share their views and identify priorities relating to their campus experience.
- Regularly engage with London students to understand their experiences, concerns and ideas.
- Support London students to participate in their relevant Faculty Forums.
- Represent the views and priorities of London students on the Union's Executive Committee.
- Communicate back to London students about issues raised, decisions taken and progress made.
- Work with Students' Union staff and other representatives to turn issues raised by London students into action.

### 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 are a key part of campus life.

- Ensure smooth leadership handovers so societies stay active and strong each year.

### **Spreading the Word**

- Promote opportunities for London students to get involved in Union activities.
- Promote the benefits of London academic societies to University staff based at the London Campus.

### **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.
- Work with Student Officers, Students' Union staff and University colleagues to promote equality, diversity, inclusion and sustainability initiatives at the London Campus and encourage students, societies and student groups to get involved.

# Person Specification

Applicants must demonstrate that they meet all the essential requirements below.

| Essential Criteria                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Be a current student studying at the UWS London Campus.                                                                                                                                                                   |
| 2. Ability to communicate effectively, both verbally and in writing, and represent student views confidently, clearly and fairly in a range of settings.                                                                     |
| 3. Have experience of engaging with people or helping them participate in activities. This could be through employment, volunteering, student representation, societies, community involvement or other relevant experience. |
| 4. Expect to remain a UWS student throughout the fixed-term contract and be in good academic standing with the University.                                                                                                   |
| 5. Build positive relationships and work collaboratively with students and colleagues from different backgrounds.                                                                                                            |
| 6. Organise and prioritise different activities and responsibilities effectively.                                                                                                                                            |
| 7. Be self-motivated, reliable, approachable and enthusiastic about improving the experience of London students.                                                                                                             |
| 8. Have good digital skills, including using email, Microsoft Teams and standard Microsoft Office applications                                                                                                               |
| 9. Desire to work within a democratic student-led environment                                                                                                                                                                |
| 10. Demonstrate a commitment to equality, diversity and inclusion.                                                                                                                                                           |
| Desirable Criteria                                                                                                                                                                                                           |
| 1. Experience of promoting activities or opportunities through social media or other communications.                                                                                                                         |

## Our Commitment to Sustainability

*At UWS Students' Union, we are proud to align our work with the 17 United Nations Sustainable Development Goals. These goals guide our approach to equality, wellbeing, climate action and community impact, helping us build a fairer and more sustainable future for all students.*





**Best of luck with your application!**



**@UWSStudents**

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

**[www.uwsunion.org.uk](http://www.uwsunion.org.uk)**