# Student Engagement Assistant (Swansea)

**Contract type:** Permanent  
**Reporting to:** Student Engagement Manager  
**Location:** This role is primarily based across the UWTSD Swansea campuses, with occasional travel to other UWTSD sites.

## Main Purpose of Post

The Student Engagement Assistant is a generalist, campus-based position, working across the Students’ Union’s project portfolio to engage and involve students in all types of union activity. The post holder will work closely with the campus sabbatical officer, assisting with their projects, campaigns and initiatives and helping to generate student involvement in Students’ Union activities, campaigns and events.

The Student Engagement Assistant will be an on campus point of contact for course and faculty representatives and student club and society committee members, and the post holder will work closely with both the Student Development Coordinator and the Student Representation Co-ordinator to support elected reps and committee members.

The role holder will co-ordinate the Students’ Union’s ‘pop-up union’ initiative in Swansea, taking SU activities, merchandise and objectives out of the Mount Pleasant campus to visit all other Swansea campuses on a weekly basis.

## Main Duties

- **Be an on-campus point of contact for course representatives, part-time officers and club and society committee members.**
- **Co-ordinate and lead the Pop-Up Union initiative in Swansea, recruiting and scheduling student volunteers and ensuring that the initiative is effective and delivers access and value for the Students’ Union.**
- **Work across the Students’ Union’s project portfolio, increasing involvement and engagement in all activities and assisting the Co-ordinators in delivering project aims.**
- **Work closely with the campus Sabbatical Officers on their priorities, projects and campaigns.**
- **Service the campus Student Council meetings, publicising the meetings and acting as secretary to the Council.**
- **Assist in the training and development of student representatives, clubs and society committee members, and part-time officers.**
- **Assist in the promotion and operation of Students’ Union democracy. Support the growth of student volunteering within the Students’ Union, promoting opportunities, recruiting volunteers and assisting project leaders.**
- **Run regular student-facing campaign and engagement activity around all Swansea campuses.**
- **Promote regular feedback and student voice mechanisms, including ‘Feedback Fortnight’, meetings of ‘Student Forum’ and ‘Student Council’ encouraging students to participate, raise relevant issues and change their experience.**
- **Assist in the organisation of SU student development events such as ‘East v West’, ‘Student-led Awards’, ‘Colours and Societies Balls’ and ‘Course Rep Conference’.”
- **Act as a first point of contact for student requiring student support or academic representation, referring appropriately.**
- **Work flexibly around student hours and availability. This is likely to include regular evening and/or weekend work depending on the campus.”**

## General Duties

- **To support, advise and assist elected student officers in the achievement of their aims and objectives.**
- **To discharge all relevant Health and Safety Responsibilities.**
- **To adhere to all relevant Students’ Union Policies and Procedures.**
- **To adhere to all relevant UWTSD Policies and Procedures.**
- **To be adaptable to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development.**
- **To represent the Students’ Union at relevant professional networks, events and conferences.**
- **To support and promote the Students’ Union’s values whilst undertaking duties, demonstrating commitments to equality, bilingualism, sustainability and democracy.”**

## Person Specification: Essential

- Educated to degree level or equivalent, or possess equivalent experience.
- Knowledge of student experience enhancement initiatives within Higher Education.
- Strong communication and public speaking skills.
- The ability to establish effective working relationships with colleagues across a large organisation.
- A good understanding of the roles of Officers and Students’ Unions in HE institutions.
- Experience of successfully co-ordinating project activity to meet set aims and objectives.
- Commitment to finding innovative ways to interface with the student body on a variety of issues.
- Experience of successfully developing student-led activity.
- Experience of campaign planning and of running successful campaigns.
- Ability to work independently to plan, and execute agreed project activity.
- Willingness to accept additional responsibilities.

## Desirable

- Experience of working in a Students’ Union.
- Knowledge of HE institution frameworks and structures.
- A good understanding of democratic principles and processes.
- Ability to communicate through the medium of Welsh, or a willingness to learn to the required level.