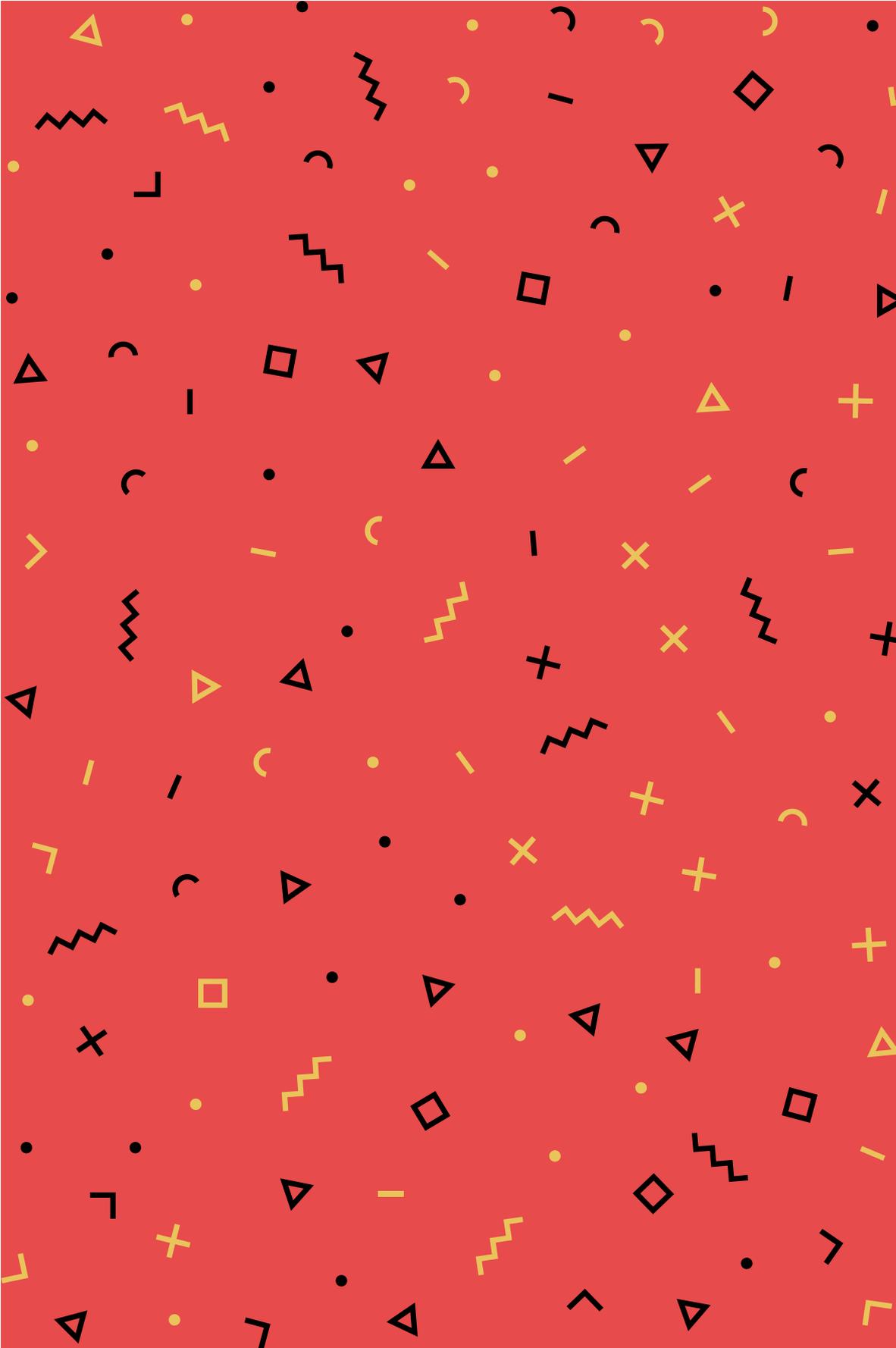


RECRUITMENT PACK



UWSU

UNIVERSITY OF WESTMINSTER
STUDENTS' UNION

WELCOME



THANK YOU FOR YOUR INTEREST IN JOINING THE UWSU TEAM!

Westminster University was founded in 1838 as the first polytechnic in the UK. It is a diverse and forward-thinking University and the Students' Union has an important role to play in the lives of current and future Westminster students.

Staff play a vital role in helping us achieve our mission of empowering students here at Westminster to reach their full potential. Our aim is to ensure that every student studying at Westminster identifies themselves as a member of the Union, and most importantly, has engaged with at least one of our services.

We are an enthusiastic team here at Westminster. Based over our four sites in the heart of London, UWSU is a fun, exciting and flexible working environment which offers many opportunities for development and benefits.

If you are interested in working in an ambitious, student-led organisation, then we would love to hear from you.

Ibrahim Alzaid
UWSU President

Michael Wigg
CEO

WORKING FOR UWSU

**WE ARE AN
AMBITIOUS BUNCH
AT UWSU AND WE
ARE PROUD OF OUR
ACHIEVEMENTS.**

To help us to continue driving our organisation forward, we look for talented, enthusiastic and inspiring individuals to join the team.

All our roles offer a range of great benefits, including a generous 28 day annual leave scheme, plus bank holidays and 10 University closure days.

We also support with a season loan ticket, a free Totum Card (NUS Extra), Birthday Leave, Perk Box membership and great Learning & Development opportunities.



**Best Bar None
Bronze Award**



**Student Officer Team
of the Year
NUS Awards 2018**



BENEFITS AT UWSU

FREE TOTUM DISCOUNT CARD

Every full-time member of staff will be provided with a one year Totum card when they start employment at UWSU. Totum offers a great range of discounts, both online and on the high streets.



This includes up to 40% off at Pizza Express, 10% off at Co-op, discount on cinema tickets, plus further international discounts via ISIC. To see all discounts available, please visit www.totum.co.uk



SUBSIDISED ON-CAMPUS GYM MEMBERSHIP

All employees can sign up to the University's on-campus gym at both the Regent Street and Harrow sites. Visit the University of Westminster website to learn more about the gyms available and classes they offer.

PERKBOX MEMBERSHIP

UWSU is able to offer a range of additional benefits to staff via its Perkbox membership, including:



- Free Phone Insurance
- Discounts on travel and accommodation abroad
- Shopping and lifestyle brand discounts
- Health care and insurance packages heavily discounted

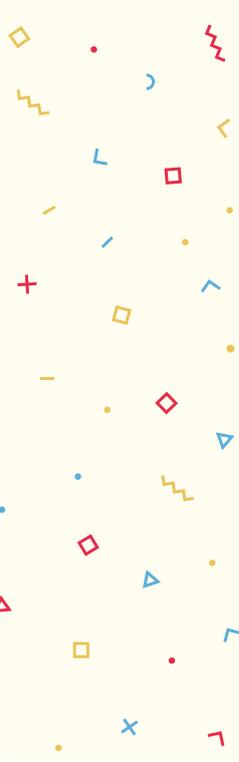
UNIVERSITY BENEFITS

UWSU staff are able to take advantage of the great range of staff benefits offered by the University of Westminster, including:

- Free Office 365
- Free access and download to other professional suites such as Adobe
- Discounts at University of Westminster Poly Clinic
- Cycle to Work Scheme
- Apple Discounts
- Regent Street Association Privilege Card
- Free Polylang classes

TIME FOR YOU

We believe that a healthy working environment is one that offers good training, flexible working and time to relax and reflect. We are pleased to be able to offer our staff: ***Flexible working hours, opportunities to work from home, birthdays as an additional day annual leave, great training and development opportunities to ensure continued professional development***



ABOUT THE STUDENTS' UNION



The University of Westminster boasts a rich history and has been providing students with academic excellence, cultural engagement and personal enrichment since its inception as The Polytechnic Institution in 1838.

Since opening in 1838 Westminster has secured a reputation as a place for firsts, some of these include:

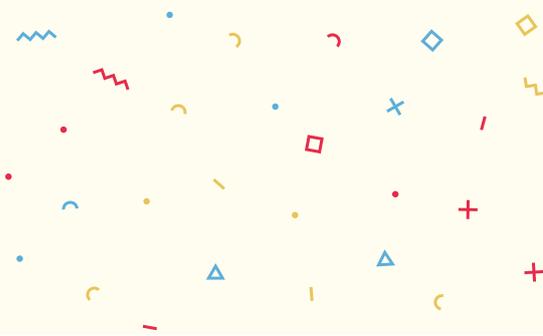
- ***The first polytechnic in the UK (1838)***
- ***Opening the first public photographic portrait studio in Europe (1841)***
- ***The venue for the first moving picture show in the UK organised by the Lumiere brothers (1896)***
- ***Organisers of the first marathon race (at the London Olympics) and setting the distance ran in marathons thereafter (1980)***
- ***Offering the first degrees in creative fields such as Photographic Science and Media Studies (both 1970s)***

With campuses across the heart of Central London in the most well-known locations such as Regent Street, Baker Street in Marylebone, Cavendish in Fitzrovia and Harrow in the suburbs of London within landscape of Wembley Stadium.

Westminster currently has 20,000 students studying degrees from multiple disciplines. With a wide range of students Westminster was awarded with being the most diverse University in the country with 169 nationalities and 8429 International Students.

Facilities include:

- Onsite Gyms (Harrow & Regents)
- Undercroft Bar at Harrow Campus
- Students Union Shop (Harrow Campus)
- Cafés and restaurants





TRAVEL

UWSU is based at a range of the University's main sites, plans for this year include moving to one central space at our Marylebone campus. All campuses allow for easy access by public transport with parking available at the Harrow site.

We encourage those that can to take public transport or walk.

West End Campuses

Our West End Campuses include our site at Regent Street, Cavendish and Marylebone. The University also owns smaller sites around the main three Central London campuses where teaching often takes place, these include Little Titchfield Street and Wells Street.

All the central sites are within walking distance to each other (about 20 minute walk between Marylebone and Cavendish).

The sites all situate between excellent Tube Lines and Bus options. The 453 bus operates between each site.

Cavendish Campus, 115 New Cavendish Street, London W1W 6UW
Little Titchfield Street Campus, 4-12 Little Titchfield Street, London W1W 7BY

Marylebone Campus, 35 Marylebone Road, London NW1 5LS

Regent Street Campus, 309 Regent Street, London W1B 2HW

Wells Street Campus, 32/38 Wells Street, London W1T 3UW

Harrow Campus

Our Harrow Campus is located just on the outskirts of central London a few miles from Wembley Stadium. This site features a campus vibe as it is home to 700 students in the Halls of Residence.

The campus is 20 minutes from Baker Street on the Metropolitan Line which takes you to Northwick Park station right in the heart of our student village.

Harrow Campus, Watford Road, Northwick Park, Middlesex HA1 3TP

APPLYING FOR A JOB AT UWSU

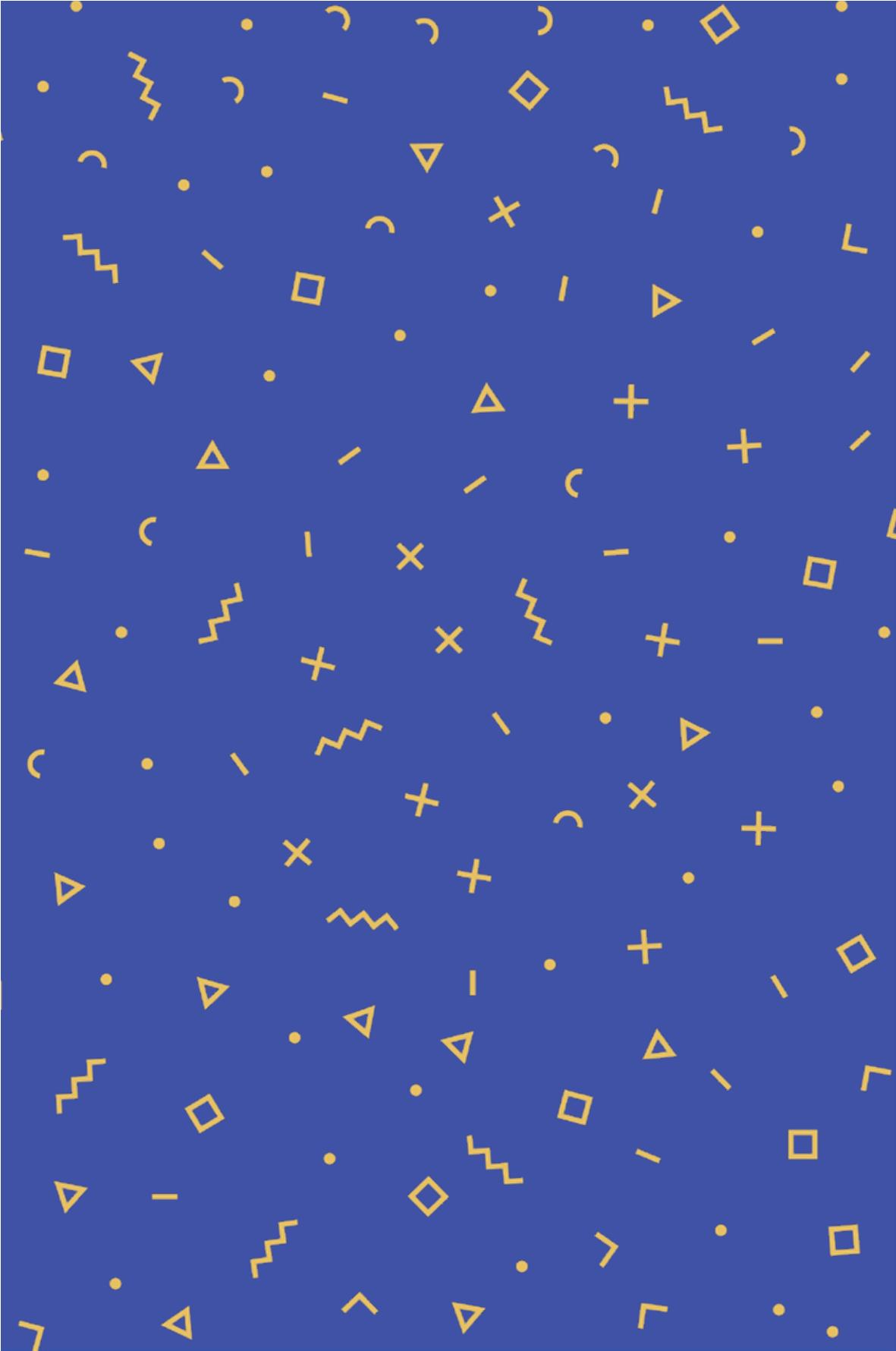
An application pack will be provided for a vacant position at UWSU, which will include a job description, person specification, and details on how to apply for the role.

UWSU requires all applicants to complete an online application form. Unfortunately, we are unable to accept a CV. We encourage applicants to clearly identify how you meet the requirements of the post as outlined in the job description and person specification.

Please be aware UWSU can only accept applications submitted online by the specified closing date. We endeavour to respond to all applicants, however, if you have not heard from us within two weeks of the closing date, please assume that you have been unsuccessful on this occasion.

As an employer, UWSU strives to achieve diversity among its staff, reflecting the communities it serves.





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