



## Student Society and Engagement 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 **Student Society and Engagement Assistant** with the Students' Union!

This is a great opportunity to help us realise our ambition to improve students' sense of belonging and community through the expansion and growth of our societies, particularly academic societies. In this role, you'll bring students together by supporting societies, organising student events, and helping to create an excellent student experience across our Scottish campuses.

This role could be perfect for you if:

- You care about helping students develop a sense of belonging and community while having fun and making memories.
- 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 University of the West of Scotland.

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

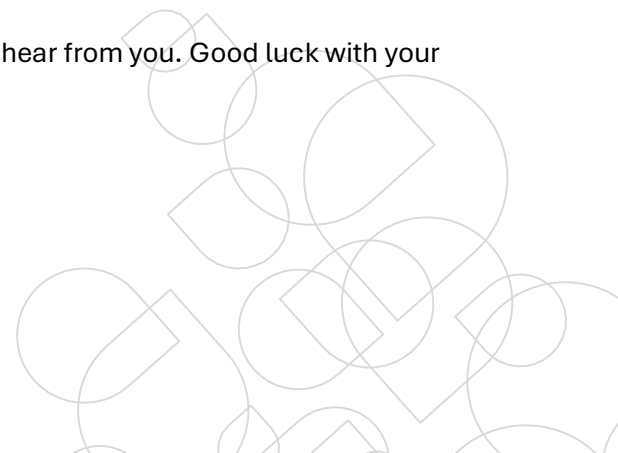
To apply, please complete the **Application Form** and **Diversity Monitoring Form** (available on our website) and email them to [recruitment@uwsunion.org.uk](mailto:recruitment@uwsunion.org.uk). Please remember, we **don't accept CVs** as part of the application process.

- **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 welcome a new member to the team 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

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**17,786**

**Students** across 5 campuses

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**75%**

**Satisfaction** rate with our Union

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**93%**

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

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**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."*

This role is an exciting opportunity to enhance the student experience at UWS by creating a vibrant and inclusive sense of community through student societies and engagement activities. As a **Student Society and Engagement Assistant**, you will work closely with academic and interest-based societies across our Scottish campuses to support their growth, plan activities, and encourage student participation. Your work will play a vital role in fostering a welcoming environment where students feel a strong sense of belonging and connection.

### Key responsibilities include:

- Supporting the growth of **academic and student societies**.
- Encouraging and supporting students to become leaders within their society groups.
- Organising **welcome events** to help new students feel part of the community.
- Assisting with **training** for society representatives.

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](http://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 £12.60 per hour.
- **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.

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

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

# Job Description - Student Society & Engagement Assistant



<b>Job Title:</b>	<b>Student Society and Engagement Assistant</b>
<b>Department:</b>	<b>Student Union Support Services</b>
<b>Location:</b>	<b>Paisley, with travel to the other campuses as appropriate</b>
<b>Salary:</b>	<b>£12.60 per hour (including London Weighting)</b>
<b>Hours of Work:</b>	<b>15 hours per week, including occasional evening and weekend work.</b>
<b>Type of Contract</b>	<b>12 months</b>
<b>The Role</b>	
<p>This role exists to help support our Academic and interest-based student groups to become vibrant communities across our campuses. You will help support our societies to build their membership, plan their activities and deliver events and activities that our members consider to be excellent.</p>	
<b>What you'll be doing:</b>	
<p><b>Supporting Societies &amp; Student Groups:</b></p> <ul style="list-style-type: none"><li>• Help societies and student groups to plan and run events that bring students together and boost engagement.</li><li>• Support the growth of our academic across the Scottish campuses.</li><li>• Work with society and student group leaders to grow their membership and ensure they remain an active part of campus life.</li><li>• Ensure smooth leadership handovers so societies stay active and strong year after year.</li></ul> <p><b>Promoting Activities:</b></p> <ul style="list-style-type: none"><li>• Assist societies in promoting their activities to attract more students.</li><li>• Promote the benefits of academic societies to the wider student body.</li></ul> <p><b>General Support:</b></p> <ul style="list-style-type: none"><li>• Be a friendly and approachable point of contact for students seeking guidance or support.</li><li>• Help new societies and student groups to build their membership, organise activities, and thrive.</li><li>• Support students in turning their ideas into events and initiatives that enhance the student experience.</li></ul>	

# Person Specification

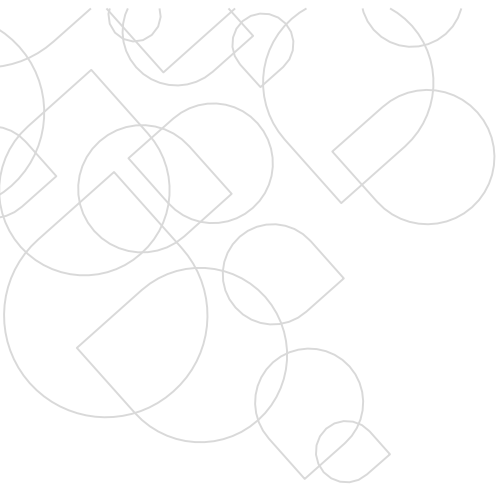
This section outlines the essential and desirable knowledge, skills, experience and qualities you'll need to meet to progress to interview (see guidance above for more information about how to fill out the application form)

## Knowledge and Experience:

- 1. Experience Working with Student Groups or Similar:** You are a UWS Student and have been involved in a Students' Union, a student society or have equivalent experience from volunteering, community work or other organisations.
- 2. Understanding of Student Societies and Groups:** You understand how societies foster a sense of belonging to improve the student 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  
Storie Street  
Paisley  
PA1 2HB**