



EVENTS REPRESENTATIVE

(STUDENT STAFF ROLE)

Responsible to: Venue Management Team

Responsible for: N/A

Job Purpose: To support opportunities for participation in extracurricular activities offered to students within a hall of residence.

To engage with, encourage participation in and promote suitable events to students in Halls of Residence.

To work with the Venue Management Team to plan and deliver a diverse schedule of events for students within halls of residence, throughout the year. This is to be done with the aim of enhancing the experience of students in halls of residence by involving and providing entertainment for all.

To assist the venue management team in the promotion of RUSU Events as required.

Main Duties: Promotion of approved events to students within Halls of Residence

You will be the go to link between students in Halls and the events being run by RUSU, University of Reading and UPP.

Creation of diverse schedule of events

Halls of Residence are home to a very diverse cohort of students; from first years to PhD, 18-year olds to mature students, home students to international students. This role expects that events will be created with an aim to include all students living within the halls of residence. The diverse schedule of events could be events that are being put on by RUSU, University of Reading or UPP as well as events that are created by someone in this role. This is an opportunity to deliver the events students really want. You will be supported in the planning, promotion and delivery of the events.



Hours of work:

Part-time role for student staff on a zero-hour contract. Expectation would be 3-5 hours per week during term time. Peak times such as Welcome week would be busier and require more hours, while quieter weeks such as enhancement week would be likely to require fewer hours.

Person Specification – essential requirements

Previous Experience

- Experience in planning events.
- Experience of working within a team
- Experience or involvement within student groups

Skills and Knowledge

- Ability to multitask and prioritise
- Able to demonstrate excellent knowledge of promotional capabilities of a wide range of social media channels
- Understanding of current student trends

Professional Attributes

- Friendly and flexible attitude
- Excellent verbal communication skills
- Ability to prioritise
- Creative approach to planning events
- Organised approach
- Good interpersonal skills
- Good time management skills
- Able to use initiative and proactive approach to tasks

Person Specification – desirable requirements

- Previous experience in planning or delivery of exciting and entertaining events to students
- Knowledge of the events sector
- Understanding of the role of a Students' Union
- Awareness of ethical and environmental issues

Applications for this role are currently open.