

Casual Staff Role: Job Description & Person Specification

Section 1: Key Information

Job Title	Student Opportunities Admin Assistant
Department	Membership Engagement
Team	Student Opportunities
Responsible to	Societies Coordinator Sports Clubs Coordinator
Responsible for	N/A
Contract type	Zero Hours (in accordance with the needs of the organisation)
Hours of work	Up to 20 hours per week during term time (between Monday to Friday 09:00 – 16:00). Some unsociable hours may be required at certain points in the year including the Summer Break.
Hourly Rate of Pay	£11.54 per hour
Purpose of role	Join the Student Opportunities team at RHSU and support 160 Student Groups - our Sports Clubs, Societies, and Media Outlets! As a Student Opportunities Admin Assistant, you'll provide essential training, financing, and practical support, primarily through our CRM system Freshdesk. Collaborate with elected student committees to assist them in running their groups! Working alongside two permanent Coordinators, you'll oversee events planning, sign off risk assessments, make bookings on behalf of groups, and ensure ticketing is set up via the website as required. Your work will ensure that we continue to achieve our aim: "to make student life better at Royal Holloway"

Section 2a: Key Deliverables

To help make this job description as clear as possible, we've included three examples of the type of work/jobs you'll be asked to do on a regular basis as part of this role.

- Action student group events bookings and sign off risk assessments for their activities.
- Assist with group purchases and other group finance-related tasks.
- Work with the Student Opportunities team to ensure groups have adequate support and can run their activities in a safe and timely manner.

Section 2b: Organisation Wide Responsibilities

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example the University).
- Comply with the Students' Union's constitution and other governing documents, recognising and celebrating the contribution of members to leading our work.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

Section 3: Person Specification

Education & Training	Essential	Desirable
Royal Holloway student for the 2024/2025 academic year	X	
Experience & Knowledge		
Experience in a democratic or student group environment (either voluntary or paid)		X
Knowledge of current issues faced by students on campus in relation to the student experience	X	
Skills & Abilities		
Excellent communication skills, both verbal and written	X	
Highly organised with a strong ability to prioritise tasks	X	
Keen attention to detail and ability to complete tasks to a high standard	X	
Values		
We're a values-led organisation, which means we're keen to attract applicants who share our priorities. We're keen to hear about times you've demonstrated the following:		
Student Focused: everything we do will have students at the heart of it	X	
High Quality: your expectations are high, and we must exceed them	X	
Inclusive: we will offer a diverse range of activities and services which are fulfilling and accessible	X	
Brave: we should be bold and not afraid to challenge the status quo	X	
Trustworthy: we will ensure that we are transparent, honest and fair in what we say and do	X	