

**UNIVERSITY OF SALFORD STUDENTS’ UNION**

APPLICATION PACK

Technical Staff – Events Team

August 2018

**About us:**

We are a democratically run charity, led by elected student representatives who work to represent our members academic interests and to make sure their University experience is the amazing, life changing experience it should be. We are independent of the University and work entirely for our members. Our aim is to help our members love their life at the University of Salford.

**Our governance:**

The Union is democratically controlled by its members through the annual election of a team of student

representatives who form the Union’s Trustee Board. The membership of the Trustee Board is as follows:

* Five Sabbatical Trustees (1 x President, 4 x Students’ Union Officers each of whom is responsible for oneof the University’s 4 academic Schools)
* Four Student Trustees (appointed by the sabbatical officers and external trustees)
* Four Non Student Trustees (appointed by the sabbatical and student trustees)

The Trustees determine policy for all areas of Union activity. The Sabbatical Trustees are full time officers of the organisation and work for the Union for a year either during or at the end of their degree course in order to represent students on a full time basis

The Sabbatical Trustees work alongside the permanent Union staff to implement and carry out the strategy and policies set by the Trustee Board. The permanent staff team is managed by the Chief Executive, who is directly accountable to the Trustee Board for the Union’s performance.

**Benefits:**

* Competitive salary
* Annual leave entitlement of 31 days (inc Bank Holidays) plus Christmas closure
* Non-contributary permanent health insurance scheme\*
* Contributory pension scheme\*
* Training and development opportunities
* Flexible working
* Staff social events

**Some of the things we do:**

* Offer academic support and advice in our Advice Centre
* Provide over 100 different societies and sports teams to join
* Support our award winning student radio station Shock Radio
* Run Campus Leagues, giving the opportunity to participate in social sport
* Run ‘Give Sport A Go’ sessions, allowing participation in a variety of sports with no commitment
* Run fun social events, including club nights, cultural events, pub quizzes and more
* Sell discounted tickets for Manchester United, Manchester City and Bolton Wanderers football games
* Offer our members the chance to participate and lead in University governance and leadership
* Provide paid job opportunities for students to work in Atmosphere, Student Activities, Info Point and as promotions staff
* Provide a relaxed, safe social space and a place to unwind with low costs drinks and meals in Atmosphere Kitchen and Bar
* Run student elections, giving our members a voice – to stand and vote
* Coordinate and work with the University of a variety of events, including Welcome Week
* Sell NUS extra/TOTUM discount cards, providing you with discounts at many popular high street shops and services
* Provide a payment point for bills and transport ticket at our finance office window

**About the University:**

Salford is an ambitious University, with 20,000 students contributing enormously to the local economy and their expertise transforming individuals and communities through excellent teaching, research, innovation and engagement.

They are leading in areas that include health, energy, media and the built environment and have completed

impressive work with business and industry partners.

The University of Salford is a friendly, vibrant and pioneering organisation. They continually invest in their

campus, facilities and industry partnerships to enhance the student experience and provide opportunities to

develop the skills needed to succeed in students' future careers.

Salford has an international reputation as a research-informed institution that creates and applies new ideas, turning them into opportunities to benefit individuals and the knowledge economy, via a portfolio of over £20 million across research and enterprise.

Each year, the University of Salford works with hundreds of businesses to solve technical, commercial and

strategic problems. They undertake contract research, work together on collaborative projects and support

thousands of students to gain work experience and employment.

**Statement of support from Dr Sam Grogan, Pro-Vice Chancellor Student Experience, University of Salford**

*The University of Salford enjoys a strong and productive relationship with the Students’ Union, with coproduction at its heart. The USSU and the University are deeply committed to working together towards*

*continued enhancement of a bold and distinctive student experience at Salford, ensuring our students are*

*enabled to succeed in their chosen path.*

Dr Sam Grogan

**Job Description: Technical Staff**

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| 1. **Job Title:**
 | Technical Assistant |
| 1. **Responsible to:**
 | Venue Manager  |
| 1. **Purpose of Post**:
 | To deliver technical services to the Events and Atmosphere teams. This will include on and off-site events, Union Campaigns and student space facilitation |
| 1. **Salary:**
 | £8.77 p/h (inc. holiday pay)  |
| 1. **Hours of Work:**
 | 8 hours per week minimum |

**Main duties and Responsibilities:**

* To promote a positive image for the Students’ Union
* To provide high level of customer service and standards
* To ensure you remain knowledgeable about the events, services and offers in relation to your role and across the Students’ Union
* To ensure that all customer areas are maintained in a clean and tidy manner.
* To ensure that events are presented to a high standard
* Coordinate and deliver technical production for Students’ Union events to a professional standard
* Work consistently within legal and Students’ Union regulations for: health and safety, and all other relating guidance for your area, as instructed by your line manager.
* Develop lighting and sound facilities in Atmosphere, developing knowledge of in-house facilities and industry developments and trends
* Develop user friendly documentation for use of technical facilities in Students’ Union spaces
* Ensure the safe use of equipment by students groups and external bookings.

**Other duties and responsibilities**

* Develop working partnerships with other technical services on campus
* Maintain working partnerships with Events Organisers/Performers
* Extend knowledge of larger scale productions through work experience and partner events
* Provide feedback and monitoring to Events manager about facilities and production
* Contribute to and promote the positive image of the Students’ Union, and commitment to equal opportunities
* Ensure a high level of customer service is delivered for bookings and Union initiatives, maintaining communications and documentation for effective delivery and analysis
* Follow all Union financial policies and HR procedures in line with Union policy
* Be responsible for the completion of additional tasks relating to your role upon request

**Person Specification**

Applicants should demonstrate evidence of the following criteria in their applications. We will use a range of selection methods to measure candidates’ abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications and Experience** |
| Delivering Technical Services for Events (Sound and Light) | **x** |  |
| Experience in working with clients/customer in a service based environment |  | **x** |
| Experience in large scale events / multi-venue events |  | **x** |
| **Knowledge and Skills** |
| A rounded knowledge of audio equipment and/or acoustics | **X** |  |
| Knowledge of Health and Safety Regulations  |  | **X** |
| Ability to coordinate technical services and communicate to stakeholders |  | **X** |
| Ability to work independently  | **X** |  |
| **Values & Personal Qualities** |
| Desire to work within a democratic student led environment | **x** |  |
| Understanding and commitment to equal opportunities | **x** |  |
| Highly motivated to deliver a professional service | **x** |  |
| Motivated to improve knowledge and technical  | **x** |  |