



## **JOB DESCRIPTION**

<b>Job Title:</b>	Give It a Go (GIAG) Events Assistant
<b>Reports To:</b>	Events and Engagement Executive
<b>Location:</b>	Mandela Student Centre, Canterbury Campus
<b>Hours:</b>	Zero hours contract – 4-15 hours a week (this will vary on a week-to-week basis and can be discussed)
<b>Pay</b>	Age related minimum wage

### **Role Purpose:**

The post holder will support the Events Executive in the successful planning and delivery of events at Kent Students' Union, specifically the Give It a Go programme. They will be involved in the planning, development, and execution of events and will be a welcoming impression at events, delivering excellent customer service to engage attendees.

### **Main Duties and Responsibilities:**

- Deliver quality events as part of the Give It a Go programme, catering to the diverse student body at Kent
- Represent Kent Students' Union at events and ensure that they are delivered to a high-quality
- Assist or take the lead on duties involved with running the Give It a Go programme and other SU events
- Attend events, both on and off campus, supervise and engage with attendees
- Where necessary provide feedback on successes and areas that could be improved for future events
- Actively contribute ideas to Give It a Go programme, research and produce proposals for the events, taking into consideration supplies, budgets, and locations
- Assist in the coordination of the Give It a Go events programme, including managing event listings on the website, and creating and monitoring ticket sales
- Work safely at all times and report any potential hazards on to supervisor/line manager

## **Expected Behaviours:**

- To act in a polite, courteous and helpful manner with customers at all times, ensuring they are satisfied with the service received
- To act as an ambassador for Kent Students' Union, abiding by the Union's constitution, policies and procedures at all times
- To lead by example and demonstrate an understanding of the organisation's democratic structures
- To attend training sessions, and appropriate meetings as and when required
- The post holder will present themselves for work being clean and tidy, always wearing the provided uniform while on shift (if applicable)
- The post holder will always display the highest standards of integrity
- Observe high standards of punctuality
- The post holder will maintain communication channels with their line manager(s) and keep them up to date with availability and any other issues which arise

This job description does not form part of your contract of employment.

## **Person Specification:**

	<b>Essential</b>	<b>Desirable</b>	<b>Tested at interview</b>	<b>Tested at Application</b>
<b>Qualifications</b>				
Be a current UoK student, who will be studying in 2026-2027	<b>X</b>			<b>X</b>
Proficient numerical and language skills	<b>X</b>			<b>X</b>
<b>Experience</b>				
Experience working independently and as part of a team	<b>X</b>		<b>X</b>	<b>X</b>
Experience working/volunteering in a busy, customer focused organisation		<b>X</b>	<b>X</b>	<b>X</b>
A record of working with and forging successful partnerships with a range of stakeholders			<b>X</b>	<b>X</b>
<b>Knowledge</b>				
General understanding of Kent Students' Union and its services, as well as interest and enthusiasm for Kent Students' Union		<b>X</b>	<b>X</b>	<b>X</b>

<b>Skills and Ability</b>				
Excellent IT skills, enabling efficiencies and improved service through the use of technology		<b>X</b>	<b>X</b>	<b>X</b>
Great organisational skills with a commitment to high standards of work, safety and customer service	<b>X</b>		<b>X</b>	<b>X</b>
Excellent customer service and communication skills, with the ability to communicate clearly and confidently	<b>X</b>		<b>X</b>	<b>X</b>
Ability to handle competing priorities and a challenging workload	<b>X</b>		<b>X</b>	<b>X</b>
<b>Values/attitudes and Personal Style</b>				
Evidence of commitment to continuing personal and professional development	<b>X</b>		<b>X</b>	<b>X</b>
Evidence of commitment to continuing personal and professional development	<b>X</b>		<b>X</b>	<b>X</b>
A firm commitment to equality of opportunity; shows respect for all people and works well with people who have different ideas, perspectives, and backgrounds	<b>X</b>		<b>X</b>	<b>X</b>
An effective and highly capable individual who is punctual, friendly and has a positive attitude, takes pride in their own work and that of team members and provides the highest standards of customer service	<b>X</b>		<b>X</b>	<b>X</b>
A strong commitment to working in a democratic and student-led environment and who encourages others to commit to Kent Union's values	<b>X</b>		<b>X</b>	<b>X</b>