

## JOB DESCRIPTION

<b>JOB TITLE</b>	Community Events Intern
<b>SALARY</b>	£12.21
<b>REPORTS TO</b>	Community Events Manager
<b>LOCATION</b>	College Lane SU Office
<b>HOURS</b>	20 hours a week

### **Vision:**

Our vision at Hertfordshire Students' Union is to help students love Herts.

### **Values:**

We are a truly values-led organisation. As such, our Student Trustees must demonstrate our everyday values of being Helpful, Empowering, Representative, Transparent and Student-Focused whilst ensuring Hertfordshire Students' Union is truly representative of students. We encourage our team to have fun at work while never losing sight of our vision.

### **Service Excellence:**

We go above and beyond for our students and each other – we're committed to providing excellent service across the board and we support each other to prioritise this every day.

### **Equal Opportunities:**

We encourage applications from students with a diversity of backgrounds and experiences to reflect the current student population. We welcome all applications regardless of a persons' race, sex, disability, religion/beliefs, sexual orientation or age.

### **Service Excellence:**

We go above and beyond for our students and each other – we're committed to providing excellent service across the board and we support each other to prioritise this every day.

### **Main Purpose of Job:**

To support the Community Events Team in the successful planning, advertising and monitoring of a variety of SU events and activities. This role will involve the planning, development, budget consideration and execution of events. This role will also be crucial in the re-development and implementation of the Event Request Form, providing student insight into which methods might work best. Some duties will include liaising with students, outside organisations and other various departments within the University of Hertfordshire and local community.

**Main duties and responsibilities:**

- Supporting the Events Team to plan a thorough programme for the 2025/2026 Academic Year that includes social, academic, skill development, and wellbeing opportunities.
- To represent the Students' Union at events and activities and assist with the duties involved with the planning and running of them.
- Provide administration support to the Community Events Team and respond to incoming student queries in a prompt and professional manner.
- Research and produce detailed proposals for events, taking into account timelines, venues, suppliers, staffing and budgets.
- Support with the logistics of planning society taster sessions for September/October 2025.
- Assist with the logistics of Student-Led Events and work with students to ensure they are confident enough to run a series of events for their peers and members.
- Work closely with students on student-led events by assisting with room booking requests, risk assessments, society communication, and event promotion.
- Assist in the development of Student Leader Training Materials.
- Assist with the day-to-day running of the Welcome Desk and related activities such as, greeting customers, handling parcels, and responding to student queries.

**Standards:**

- As the post holder might come into contact with customers, you will need to act in a polite, courteous and helpful manner
- The post holder will display the highest standards of integrity at all times
- The post holder will not consume alcohol or illegal substances whilst on duty or arrive on duty under the influence of either
- The post holder will have a flexible approach to the hours and days worked

## PERSON SPECIFICATION

### Community Events Intern

SELECTION CRITERIA	REQUIREMENTS
Educational Qualifications & Training	Proficient numerical and language skills
English Speaking	Ability to demonstrate and understand English to a good standard
Knowledge	Able to demonstrate an understanding of customer care and service. General understanding of Hertfordshire Students' Union and its services
Experience	Experience of working independently as well as within a team Experience of self-organisation
Skills	Interest and enthusiasm for Students' Union services and events Ability to motivate & enthuse others Creative thinker Solution oriented Good verbal communication skills Ability to prioritise workload and manage own time Excellent organisational skills Calm under pressure Sensitive to people from a variety of backgrounds & cultures and religions Proficient IT skills
Special Requirements	Flexible approach to working hours.
Other	Highly motivated, outgoing & enthusiastic Smart, clean and tidy in appearance Projects a friendly, happy, helpful nature Commitment to high standards of work and customer service

This job description is intended as a guide to the duties required and is not exhaustive.