

Role Profile

Role Title:	International Society Student Event and Admin Assistant
Salary:	£12.60 + Holiday pay
Full/Part Time:	Part-Time
Contract term:	Zero Hours, Fixed-Term until 31 st July 2026
Accountable to:	Fran Dickie, Senior Events Coordinator. Mark Lai, Events Coordinator.
Accountable for:	Not Applicable
Hours:	Approximately 6 hours per week during term-time
Location:	Usually located at the main Students' Union Building / with an option to work some hours remotely
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK and experience who are eligible to work in the UK from the start of employment and a current student at either UoM, MMU or UoS graduating no earlier than Summer 2026.
Benefits:	We offer a great range of benefits. You can see them here .

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing to support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are:

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression
- We are a community
- We are open and transparent

- We are inclusive

You can find more detailed explanations of our values on [our website](#).

Role Overview

The International Society team are looking to recruit two new Student Event and Admin Assistants to provide support in the areas of event planning, event management, administration and content creation. Working alongside the International Society team, you'll be responsible for providing administrative and logistical support towards the set up and delivery of our growing socials programme. In this role, you will need to be community driven and help to provide a fantastic experience for all. You will do this through working effectively alongside SU staff, ensuring that we are providing an exciting and engaging social programme that will keep our members engaged and feel a sense of belonging.

This will also take the form of the planning and execution of our social programme. We run two socials weekly, Wednesdays and Fridays, and each event will give students opportunities to form new friendships or try something new! You will aid in the planning and execution of events for key cultural dates, ensuring that we are celebrating all cultures and beliefs in engaging and appropriate ways. In addition to this, you will also be responsible for managing the International Society inbox, responding to queries and signposting where appropriate, as well as making contributions to our social media. You will be enthusiastic and comfortable engaging attendees and potential guests for our events, and able to think proactively in devising strategies to maximise both the level and quality of engagement with our activity. You will promote an inclusive environment at all events, and allow for the continued growth of our events programme, allowing us to further expand our programmes and provide scope to explore the development of new and exciting events in the future.

Key Result Areas

Responsible for	Contributor to
Providing efficient administrative support the International Society, working effectively with our internal and external stakeholders to provide a high-quality service, encouraging students to partake in our trips and socials.	The growth of the International Society's membership, which we aim to gain 2500 members throughout the academic year.
Assisting with the on-the-day delivery of events through providing excellent event planning and management.	We want to achieve a high satisfaction rate amongst members and build connections with them to encourage the growth of membership.
The planning and execution of events for key cultural dates alongside SU staff.	Building the International Societies reputation through delivering high-quality events and acting as a representative.
The development of the International Society's Social programme, which currently contains roughly 100 events throughout the academic year	Building an exciting calendar of events and socials for International Society that keeps members engaged throughout the academic year.
The development of the International Society's Social media platforms, creating engaging and innovative content	The growth of our trips programme through social media Our ever-growing social media presence. We currently have over 10,000 followers on Instagram, with plans to expand into RED and TikTok

Organisational Stewardship & Leadership Responsibilities

- You'll participate in team planning days.
- You'll assist in key Students' Union events & activities throughout the year including Welcome Week, elections and supporting the officers in delivering their plans.
- You'll perform duties in line with the Union policy & procedure framework.
- You'll contribute to maintaining communal areas and team stores

Person Specification

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
Education				
Current Student at UoM, MMU or UoS , graduating no earlier than July 2026	✓			
Skills				
Experience of organising student-facing events.				✓
Customer Service – Understanding of good practice when engaging clients and	✓	✓		

stakeholders and ensuring the promotion of an inclusive environment.				
Creating content for the SU's social media accounts including but not limited to Instagram, TikTok, LinkedIn & YouTube to build our following, reach and engagement.			✓	
Interpersonal and communication skills - Being able to understand and work with a range of stakeholders, conveying information to different audiences effectively, in particular making International Students feel part of the student community and International Society.				✓
Knowledge of event management and risk assessments.				✓
Personal Attributes				
Knowledge of Students Union - Understanding the breadth of activities we support students to do and what the union does.		✓		
Teamwork – Demonstrate ability to work as part of a team whilst taking initiative to ensure the success of projects.	✓			
Time Management – Demonstrate ability to effectively prioritise multiple queries/demands ensuring high standard of work is maintained.		✓		
Values & Behaviours				
Align with the SU's values and behaviours both personally and professionally	✓	✓		
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work		✓		
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve	✓	✓		
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions		✓		

Our Recruitment Process

The way that we recruit is designed to be fair, transparent and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited exactly the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

Top Tip: our roles can be quite competitive, so we recommend applying as soon as possible as we often close applications early!

If you'd like further information or support regarding our recruitment process, we recommend that you read our full recruitment guide for applicants [here](#).