

Role Profile

Role title:	JobShop Assistant
Salary:	£12.60 per hour + holiday pay
Full/Part Time:	Part-Time
Contract term:	Zero Hours, Fixed-Term until 31 st July 2026
Accountable to:	Employability Manager / JobShop Supervisor
Accountable for:	N/A
Hours:	Approximately 10-12 hours per month. You must be available to work every other Wednesday 1pm-3pm 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 at the start of employment and a current student at either UoM, MMU or UoS who is graduating in 2026 or later
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 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

JobShop has been established since 2018 and is an employment service operated by the University of Manchester Students' Union. We run a job board to advertise part-time vacancies, deliver events and workshops aimed at developing employability skills and operate a drop-in support service called JobClub.

JobShop is operated by the People Team at the Students' Union. You'll work as a part of this team with 3 other JobShop Assistants to support the employability of Manchester's student community during their time at university, resulting in students leaving feeling prepared to enter the working world.

As our JobShop Assistant, you'll support our goal by

- Planning and delivering 1-2 JobShop events and workshops per month aiming to educate students on their employment rights and boost employability skills. The session topics will be based on student feedback and research
- Finding and vetting part-time vacancies to promote
- Co-manage our social media channels
- Delivering our weekly JobClub drop-in support session
- Striving to make our service **inclusive** to all students, particularly disabled students who are most likely to not be in part-time employment at university

Key Result Area

Responsible for	Contributor to
You'll deliver our weekly JobClub session every alternate Wednesday alongside another JobShop Assistant. This will involve setting up the space to look neat, welcoming and supportive, offering support and guidance to attendees (reviewing CVs and giving feedback, showing various job boards etc) and signposting effectively. You'll pack down the space at the end of the session and keep track of important metrics like how many people attended and what support people are looking for.	You'll manage the JobShop social media channels (Instagram and Facebook), posting new vacancies and tips and advice weekly. In addition to this, you'll schedule posts to ensure that there is regular engagement on our channels. One of the goals for this team will be to increase the Instagram following to 4500 by January 2026.
You'll plan and deliver 1-2 events or workshops per month such as job fairs, meet the employer events, boosting employability skills workshops and information sessions. You'll base these	Improving the inclusivity of JobShop and JobClub by making sure all events and workshops and vacancies promoted are accessible for all.

events off data and research such as current student trends, issues students have raised through surveys and in-demand employability skills.	
Finding suitable vacancies to promote via JobShop social media channels, job boards and website. This will include with reputable employers, paid well and aligned with our terms and conditions. This will include responding to incoming requests from employers to advertise with us via email.	
Using data and research to ensure JobShop aligns with what students need. This will include regularly surveying JobShop activity like events and workshops and running polls through social media, aiming to constantly improve what JobShop activity we are running.	

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.
- To contribute to maintaining communal areas and team stores

Person Specification

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
Education				
We accept candidates from any educational background.				
Skills & Knowledge				
Teamwork - great at building relationships, listening, delegating, sharing responsibilities and taking accountability, shares ideas				
Communication – listens attentively, can write clearly and adapt tone for different platforms and audiences, can deliver information verbally, comfortable facilitating one-to-one conversations (e.g. at JobClub) and group discussions, understands how to make sessions				

interactive, engaging, and inclusive using clear structure, visual aids, and accessible language.				
Employment knowledge - Knowledge/experience of applying for jobs, employment rights in the UK, knows tips and tricks for applying for work, has written CVs, cover letters and application forms before				
Digital skills – confident at using digital systems and software (e.g. Microsoft package, Canva, Instagram, Linktree, website design platforms), uses AI to appropriately automate process and work efficiently				
Personal Attributes				
Initiative – brings new and creative ideas, not afraid to try something new, thinks creatively				
Passionate – passionate about supporting students, wants to make student life better on campus, interested in employment support				
Attention to detail – notices the little things, pays attention to spelling, grammar and layout (e.g. when designing slides and social media posts)				
Organised – great at managing multiple responsibilities, can prioritise tasks effectively, able to meet deadlines, keeps track of projects and plans, proactive				
Adaptable – great at changing focus, comfortable completing a variety of tasks, can adjust quickly, open to learning new skills and ways of working, remains calm under pressure				
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				
Inclusivity awareness – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions				

Training

We'll always be on hand to guide you, but we want JobShop to be **student-led**, and we want you to bring new ideas into the team. There will be training on all aspects of the role, and you'll have the opportunity to attend learning sessions as well as having access to our eLearning platform. We'll always strive to give you as many opportunities to develop new skills to support your professional **progression**. Using these new skills, you'll drive JobShop forward by ensuring that we are the go-to place on campus to look for and get support for anything part-time job related.

Working Environment

We host JobClub from the Nest in the Students' Union which is where you will be working predominantly and run events from various rooms at the Students' Union. The majority of your hours will be worked during JobClub and events on site at the Union, however, where duties do not need to be delivered in-person, you can work some hours remotely.

You'll have regular 1-1s with your manager to support your development as well as team meetings to check-in on how the service is running and brainstorm developments and plans. We want you to bring ideas to develop JobShop and JobClub into a student-run and managed service.

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 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.

You can find more information about our recruitment process on [our website](#).