



Role title	Conference Assistant	Organisation	UKCISA
Date/s	25 th , 26 th and 27 th June 2025	Hours	approximately 10-15 hours over 3 days
Location	University of Manchester campus	Wage	£12.60 per hour

ROLE SUMMARY

UKCISA are looking for Conference Assistants to support the smooth running of their annual conference between 25-27 June 2025 at the University of Manchester.

You'll be supporting the team by providing exceptional customer service to delegates, providing support to speakers, and answering queries.

The role is for 3 days only and will include either a morning or afternoon shift on each day.

JOB RESPONSIBILITIES

Key area	Duties
CUSTOMER SERVICE	Welcoming guests, preparing and issuing name badges and packs, and materials
	Assisting attendees in navigating the venue, including helping attendees with mobility and other access needs
	Answering queries about the schedule and facilities and providing directions

EVENT COORDINATION	Setting up seating, signage, and tech equipment
	Checking in speakers, uploading presentations, supporting with microphones, projectors, and setups, passing microphones, and assisting during sessions
	Ensuring sessions start/end on time and aren't overcrowded, managing queues, and preventing congestion
EVENT SUPPORT	Monitoring and managing attendee belongings
	Monitoring and restocking catering areas

SKILL REQUIREMENTS

- Strong communication and interpersonal skills
- A calm and confident manner
- Good timekeeping and reliability
- A team player with a 'can-do' attitude
- Willingness to take initiative and solve problems on the spot

ADDITIONAL REQUIREMENTS

- Must be available to work between 08:00 and 17:00 across 25th, 26th and 27th June 2025.
- Must be confident in communicating clearly in English, as the role involves interacting with delegates and other team members.

ELIGIBILITY

- You must have the right to work in the UK
- You must be a current UoM student

WHAT'S IN IT FOR YOU?

- National living wage
- Access to conference talks
- Networking opportunity
- Free lunch and/or breakfast

ADDITIONAL INFORMATION

To apply, you must complete an application form to evidence how you meet the skill criteria for the role. If your application scores within the top 10 applications, you will be invited to a short 20-minute interview with the JobShop team. We are looking for 5 Conference Assistants.

JobShop is operating the recruitment for this role on behalf of UKCISA. You will be employed by the University of Manchester Students' Union on a temporary basis for the duration of the conference. You will be paid in full for the hours worked on 10th July 2025.