



St Mary's  
University  
**Students'  
Union**

A man with short brown hair, seen from the back and side, wearing a black t-shirt. The t-shirt has 'SU Crew' printed in large, white, bold letters. He is looking towards a red and yellow roller coaster in the background. A Union Jack flag is visible on the roller coaster structure. The scene is outdoors on a grassy area under a blue sky with clouds.

**SU Crew**

**SU Crew**  
Recruitment Pack



# About the role

**We are currently recruiting SU Crew to join our team to help us to deliver exciting, impactful activities to our members throughout the year.**

**Job Title: SU Crew**

**Responsible to: Membership Services Manager**

**Pay: £13.15/hour**

**Hours: to be based on organisation need and offered to the SU Crew Team**

**Term: Fixed, to Summer 2025**

**Start Date: ASAP**

## **What are SU Crew?**

SU Crew members play a key role in supporting the permanent staff team across busy times of the year, ensuring we can deliver activities and events in line with Students' Union priorities. The role is varied and flexible to fit in with student life, you might be helping support queries in the office, getting out and about collecting feedback, encouraging students to vote in our elections or helping to run events and activities.

There is no ideal candidate for this role – we're looking for a range of students with different skills who are passionate about supporting opportunities for their peers! We'd like to hear from you about the skills you might be able to bring to the role in addition to the person specification, whether that's event management, being an advocate for wellbeing, experience of working with students, or anything else you can think of.

You'd need to be able to work flexibly across varied hours and locations, and the skills you have might influence the hours we could offer you. We're looking for students who can work well in a team, are confident engaging with their peers in different settings and could bring new ideas and enthusiasm to our opportunities.





# Your Skills & Next Steps

**First and foremost, we're looking for students who want to improve the student experience for those studying at St Mary's University.**

## **Person Specification:**

- A current student at St Mary's University (E)
- Experience of working collaboratively with others (E)
- Experience of communicating with a diverse range of people (E)
- Experience of working or volunteering at events or activities (D)
- Excellent interpersonal skills (E)
- Confident IT skills including using Microsoft Office (E)
- Excellent time management and organising skills (E)
- Ability to establish positive relationships with staff and students (E)
- Ability to thrive in a busy and fast-paced environment (E)
- Knowledge of the function and purpose of a Students' Union (D)
- Comfortable working in a democratic, student-led environment (E)
- Approachable (E)

(E) - Essential criteria

(D) - Desirable criteria

## **University Policies and Procedures**

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.

**To apply, fill out an application form, which can be found on our website  
Applications close 19th May 2024 at midnight.**