



Job Description

Post Title:	SUCREW
Salary:	£9.00 per hour
Hours:	Variable depending on activity
Work Base:	Successful applicants will work at events both on and off campus including locations in Falmouth, Penryn and Truro
Employer:	FXU is a registered charity governed by an elected Board of Trustees, to whom all employees are accountable. Student Community Wardens are employed by Falmouth & Exeter Students' Union.
Date:	September 2019 - June 2020
Responsible To:	Falmouth & Exeter Students' Union (The SU) staff
Accountable to:	The democratic decision-making process of the organisation, in line with the Constitution.

Purpose of Post:

This is a fixed-term role for one academic year September –June and is open to an existing student members of Falmouth & Exeter Students' Union.

The SU Crew will work to promote the Students' Union during events both on and off campus. Post holders will be expected to be proactive in promoting the opportunities provided by the SU to its membership.

1. Student engagement :

To promote Students' Union as required:

- Engaging with students both on and off camps to promote SU activities, this may include social events, campaigns or activities as required.
- To host SU stalls/marketing opportunities highlighting the benefits of engaging in SU activities including clubs/societies, Student Voice and support services.
- Promoting social events/activities and signposting to social media/website pages as required.
- Facilitating feedback opportunities such as conducting surveys or focus groups on behalf of the SU.
- Selling tickets or promoting discounts as directed, signposting questions back to line manager as required.
- Using door entry systems such as ID scanners, checking ticket sales and issuing tickets for events.
- Using social media to promote events/activities associated with the Students' Union.

3. General:

- to attend initial and continuing training and meetings relevant to the post.
- carrying out any other duties as deemed reasonable, in addition to those listed above, as directed by your line manager as and when required.
- contribute to the development of the scheme.
- recognise limitations and work within them, seeking further support and guidance as necessary.

Additional Duties and Responsibilities

- to work in line with the SU's Mission, Vision and Values at all times, working with others to provide a supportive, responsive, student-centred environment and services.
- to present a positive image of the SU at all times, through every aspect of your work.
- to maintain an up-to-the minute working knowledge of all FXU service areas in order to support them and provide accurate, detailed information to students and others.
- to ensure that all FXU policies, procedures and agreed protocols are adhered to.
- to contribute to SU planning, review, monitoring and reporting processes and activities.
- to participate in SU team meetings and activities and represent FXU at other meetings as agreed.
- to actively support equality and diversity policies of the SU, University of Exeter and Falmouth University.
- to respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation.
- to attend training courses as identified and agreed for appropriate development.
- to participate in the Annual Performance Development Review Process.
- to communicate, liaise and maintain effective working relationships with colleagues within Falmouth University, University of Exeter and Falmouth Exeter Plus, as well as individuals and organisations outside the SU and the institutions e.g. suppliers, promoters, local businesses, media/press contacts, etc.
- working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
- to undertake other duties not specifically stated above, which from time to time are necessary without altering the nature or level of responsibility involved.
- to work in accordance with FXU's Environmental Impact & Ethics Policy and to make a commitment to improving the SU's environmental impact by means of energy saving and recycling in the workplace.

Person Specification

	Essential	Desirable
Qualifications		
Must be a current student of Falmouth University or University of Exeter Cornwall Campuses	X	
Experience		
Experience of customer facing role of any kind/or representation role	X	
Experience of helping others or volunteering work.		X
Experience of working with students or young people.		X
Knowledge/Skills		
Fluent in the English language	X	
Attention to detail & accuracy	X	
Excellent verbal communication skills	X	
Computer literate- Microsoft Programmes & Internet	X	
Excellent interpersonal skills	X	
Confident in talking to people on the telephone and in person	X	
Ability to use own initiative.	X	
Self-motivated and self-reliant.	X	
Good time keeping	X	
Personal Qualities		
Ability to work on your own or as part of a team	X	
Non-judgemental and committed to equality of opportunity for all.	X	
Able to maintain confidentiality	X	
Flexibility and willingness to work occasional evenings and weekends	X	