Postgraduate Events Rep

As a valued member of the Postgraduate Marketing Team, Postgraduate Events Reps are essential in delivering a wide variety of events across the year. You will help to set up and deliver a range of on-campus events as part of the wider postgraduate recruitment campaign, encouraging event attendees to study at Northumbria.

Over the recruitment cycle, there will be a number of events that you will get involved in, from small-scale on-campus pop ups, to larger open days and graduation events. You will assist with setting these events up, ensuring that they are well signposted and information is available for attendees. You will also act as a point of contact for prospective students, providing information about the event and the University, leading campus tours and talking about your course.

If you’re interested in getting involved, promoting Northumbria and delivering great customer service to prospective students, we want to hear from you. Hourly rate is £8.18 or £8.67 (for over 25s). Hours of work will be ad-hoc, dependent on the events calendar.

Please upload your CV and cover letter to the form below (under 'How to Apply').

Please note that successful applicants are expected to attend a mandatory training session on Saturday 20th October.

If you have any enquires please contact, nu.postgraduate@northumbria.ac.uk before
Friday 28th September.

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| --- | --- |
| **Job Title:** | Postgraduate Events Rep |
| **Grade:** | Hourly rate (£8.18 / £8.67)  |
| **Employment Category:** | Casual |
| **Hours:** | Dependent on event calendar |
| **Responsible to:** | Postgraduate Marketing CoordinatorPostgraduate Marketing Assistant |
| **Location:** | City and Coach Lane Campuses |

**Purpose of Post:**

To support the postgraduate student recruitment campaign by assisting with the successful delivery of recruitment events, acting as an advocate for studying at Northumbria and providing excellent customer service to prospective students

**Responsible for:**

* Assisting with event set up
* Providing campus and accommodation tours to visitors
* Offering information and advice to prospective postgraduate applicants
* Passionately representing the University and encouraging and inspiring students to apply for postgraduate study

**Conditions of Employment**

Successful candidates will be active members of the wider Postgraduate Marketing Team, and are expected to represent the University accordingly. As an employee you will be subject to the procedures and policies applicable to all staff members including, but not limited to; Equality & Diversity, Health & Safety and Disciplinary Procedure.

Once working hours and event attendance have been agreed they should not be changed without prior agreement of the Postgraduate Marketing Coordinator or Postgraduate Marketing Assistant.

**Benefits of Employment**

In addition to the financial rewards, the role offers an excellent opportunity to gain valuable and CV-enhancing work experience in a fast moving, HE marketing environment.

**Location:**

The role will be event based, taking place in various locations across Northumbria’s City and Coach Lane Campuses

**\* Payment**

* You will be paid on a monthly basis on submission of a Casual Claim Form, which you must complete and submit to the Postgraduate Marketing Assistant by the 1st of each month. This form will be authorised and then be sent to the Payroll. If this form is not submitted, or submitted late, this may result in a delay to your payment being made.

**Working Hours**

The working hours are ad-hoc and shifts can be accepted to fit around study and other commitments. Please see Contract of Employment for details of working guidelines.

**Person Specification**

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|  |  | **E/D** |
| **1.** | **Specific Knowledge** |  |
|  | Have some understanding of:* The barriers young people may face in entering Higher Education
* Current developments in Higher Education including issues related to widening participation, student finance and appropriate access routes
 |  |
|  | * Current experience of a being a postgraduate student
 | D |
|  | * Current experience of attending Northumbria University
 | E |
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| **2.** | **Skills and Abilities**  |  |
|  | * Excellent written and oral communication skills
 | E |
|  | * The ability to relate easily to a range of people including business, adults in colleges and the community; university undergraduates; and academic staff
 | E |
|  | * Be energetic and proactive in promoting the University as a centre of excellence on and off campus
 | E |
|  | * The ability to work consistently and without close supervision
 | E |
|  | * The ability to work independently on your own initiative as well as co-operatively with staff and students in a variety of roles
 | E |
|  | * Strong customer service skills
 | D |
|  |  |  |
| **3.** | **Experience** |  |
|  | * Evidence of enthusiasm and positive approach to university life
 | E |
|  |  |  |
| **4.** | **Education/Training** |  |
|  | * Current student at Northumbria University
 | E |
|  |  |  |
| **5.** | **Other Requirements** |  |
|  | * A commitment to working with students and other people in accordance with the University’s Equal Opportunities Policy
 | E |
|  | * Willingness to undertake evening and weekend work as required
 | E |