

► Student Group Assistant

Department:	Community Engagement Team
Reports to:	Student Group Development Coordinator
Pay band and salary range:	£12.71 per hour (plus holiday pay)
Working Pattern:	Part-time, 12-16 hours per week, until May 2026 • shift pattern to be mutually agreed with your line manager • flexibility is required and may include evenings and weekends • we will be accommodating of your University schedule where possible
Role summary:	This role will support the effective operation of student-led societies and sports clubs by providing key administrative and organisational support. The postholder will work closely with student committees and the Community Engagement Team to coordinate communications, training, record-keeping and committee transitions, while overseeing the Student Group Badge Scheme to recognise student involvement and achievement.

Key responsibilities

- **Support** – Provide administrative support to societies and sports clubs, helping student groups operate effectively and ensuring records, systems and processes are maintained accurately.
- **Administer** – Manage the Student Group Badge Scheme, tracking progress, communicating with participants and recognising achievements.
- **Coordinate** – Support the planning and delivery of committee training throughout the year, including maintaining online training materials and monitoring completion records.
- **Facilitate** – Assist with student group elections, committee handovers and transitions, ensuring processes are organised and compliant with Students' Union procedures.
- **Communicate** – Respond to student and committee enquiries in a timely, professional and helpful manner, providing guidance and signposting where appropriate.
- **Contribute** – Support the delivery of Students' Union events, campaigns and student group activities, working collaboratively with colleagues across the organisation.

Specific duties and activities

Working closely with the Community Engagement Team, you'll support the successful operation of societies and sports clubs across the Students' Union. The postholder will provide essential administrative support, coordinate key student group processes and help recognise student achievements, ensuring groups are well-equipped to deliver a welcoming, engaging and rewarding experience for their members.

Here's what you'll be doing:

- **Support the day-to-day administration** of societies and sports clubs, ensuring student groups have access to the information, guidance and resources they need to operate effectively.
- **Provide timely and professional support** to student leaders and members, responding to enquiries, resolving issues where appropriate and signposting students to relevant support and services.

- **Maintain accurate records** , forms, databases and online systems, ensuring student group information is kept up to date and administrative processes are completed efficiently.
- **Administer the Student Group Badge Scheme**, tracking participant progress, communicating updates, maintaining records and recognising student achievements throughout the year.
- **Support the planning and delivery** of committee elections, appointments and handovers, helping student leaders transition successfully into their roles and understand their responsibilities.
- **Assist with the coordination** of committee and student leader training, including maintaining online training resources, monitoring completion rates and supporting the delivery of in-person sessions where required.
- **Build positive relationships** with student committees, encouraging engagement and helping groups make the most of the opportunities available through the Students' Union.
- **Contribute to the delivery** of Students' Union events, campaigns and student engagement activities, providing administrative and operational support as required.
- **Work collaboratively with colleagues** across the Students' Union to ensure student group activity aligns with organisational priorities and contributes to a positive student experience.
- **Support Students' Union activity** across Preston, Burnley and Westlakes campuses where required, helping to ensure students receive a consistent and high-quality experience regardless of location.
- **Help promote an inclusive and welcoming environment** by supporting a diverse range of student groups and ensuring students from all backgrounds feel able to participate and succeed.

Additional Points:

- Sometimes, this role will be expected to work outside of core hours to fulfil its purpose, such as delivering evening training sessions or facilitating meetings of student groups.

General to all staff

- The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff must always adopt and endorse the Unions Vision and Mission Statement and all supporting policies, across all aspects of the role.
- Staff are required to have a Personal Development plan and to participate in training, meetings or conferences considered relevant to their job.
- Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff handbook.
- To abide by the Unions policies and procedures.
- To adhere to all health and safety legislation.
- To undertake any other task that is deemed reasonable within your skill set.

Person Specification

Qualifications/Training	Essential	Desirable	Assessed
Current Student at the University of Lancashire.	X		Application
Based at Preston Campus for the 2026-27 academic year.	X		Application
Knowledge & Experience	Essential	Desirable	Assessed
Experience organising and running events, activities or campaigns.	X		Application and Interview
Experience or involvement with existing student activities, societies, sports or community projects.		X	Application and Interview
Understanding of student life, including the challenges of balancing studies, work, wellbeing and social life.	X		Application and Interview
Awareness of common barriers to participation, including timetable pressures, cost, travel, confidence, accessibility etc.		X	Application and Interview
Skills & Qualities	Essential	Desirable	Assessed
Good organizational skills, attention to detail and the ability to prioritise workload and manage own time.	X		Application and Interview
Ability and confidence to communicate effectively with a diverse group of people, using both written and verbal communication skills.	X		Application and Interview
Ability to build trust with student volunteers and event attendees and create safe, inclusive environments for participation.	X		Application and Interview
Competent in the use of digital platforms and software including Microsoft Teams, Outlook and Microsoft Office.	X		Application and Interview
Confidence in promoting events online and in person.		X	Application and Interview
Ability to work effectively as part of a team, contributing positively, sharing ideas and supporting others to deliver successful events and activities.	X		Application and Interview
Good networking skills, with the ability to build positive connections with fellow students and staff to support events and encourage participation.		X	Application and Interview
Creativity in planning and promoting fun, engaging activities.		X	Application and Interview
Able to maintain up to date knowledge on current and key affairs, both social and political which impact students at the University of Lancashire.		X	Application and Interview
Values & Behaviours	Essential	Desirable	Assessed
Commitment to helping create a positive, inclusive community for all students.	X		Application and Interview
Enthusiastic, outgoing and approachable with a willingness to work flexibly to engage students at times and places that meet their needs.	X		Interview
Flexible and adaptable depending on student needs and activity.	X		Application and Interview
Respectful, trustworthy and able to represent the Students' Union professionally.	X		Application and Interview
Team-player mindset with a willingness to collaborate and support others.	X		Application and Interview
Displays and embodies the University of Lancashire Students' Union values of:	X		Interview
• Acting with courage - Willingness to speak up on tough topics with care and respect, encouraging a culture of standing up for what's right. • Prioritising Joy: Embracing fun and light-hearted moments, creating a welcoming environment, and celebrating successes together.			

• Doing what we say we will: Clear and consistent follow-through on commitments, setting realistic goals, and proactively addressing challenges.
• Curiosity not judgement: Approaching new ideas with curiosity, welcoming different perspectives, and being open to learning.
• Staying Human: Communicating openly and honestly, respecting personal boundaries, and showing compassion during tough times.