**Students’ Union Student Engagement Assistant**   
**Application Form**

Please download or print the Application Form and Equal Opportunities Monitoring Form (see below also), complete and return by email to: [**hubsrecruitment@shu.ac.uk**](mailto:hubsrecruitment@shu.ac.uk)

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| **APPLICANT DETAILS:** |

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| **Name:** | ID/card number: | |
| Course: | Current year and level of study (e.g. Level 5 – Year 2 Undergraduate): | |
| Department: | | |
| Address: | | |
| Preferred email address: | | Telephone number: |
| Where/how did you hear about this position? | | |

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| **SUITABILITY FOR THE POST -** Please state why you think you are suitable for the role. |

We will recruit solely on merit and in order to do this we will seek to match the information you provide against the person specification for the role, therefore, you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas other than paid work.

**Please tell us in the box below how you meet each criteria/requirement. Examples can be from voluntary or paid work, examples within your studies or drawn from other relevant life experiences.**

\*This is desirable, but not essential – leave blank if not applicable

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|  | **Criteria** | **Evidence of relevant experience** |
| 1.1 | Must be registered on a Sheffield Hallam University course. (Essential) |  |
| 1.2 | Willingness to undertake any training necessary to improve performance and service delivery (Essential) |  |
| 2.1 | Experience of marketing and promotion of events, opportunities, and other commercial offers. (Desirable) |  |
| 2.2 | Experience of facilitating and supporting events and trips. (Desirable) |  |
| 2.3 | Experience of working with and engaging diverse groups of people. (Essential) |  |
| 2.4 | Ability to present information in a concise and engaging way, for a variety of audiences. (Essential) |  |
| 3.1 | Have knowledge and experience of utilising different social media platforms, with a passion for communicating via these channels. (Desirable) |  |
| 3.2 | Awareness of how the Students' Union is run and commitment to its core values. (Desirable) |  |
| 4.1 | Ability to sell and promote services such as the SU and its services and products. (Essential) |  |
| 4.2 | A professional/personal interest in events and promotions. (Essential) |  |
| 4.3 | Ability to confidently present ideas to colleagues and peers. (Essential) |  |
| 4.4 | Ability to work as part of a team and create strong working relationships.  (Essential) |  |
| 4.5 | Ability to communicate and confidently respond to queries from a diverse range of students and stakeholders. (Essential) |  |
| 4.6 | Have a good attention to detail and ability to organise your time and make decisions using your own initiative(Essential) |  |
| 4.7 | Flexibility and reliability – must be able to work in a range of locations (within Sheffield) during evening and weekend and be punctual. (Essential) |  |
| 4.8 | Possess a genuine interest in making a positive contribution to the overall student experience at Sheffield Hallam Students' Union. (Essential) |  |

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| **PERSONAL STATEMENT:** |

*This is where you have a chance to explain why you are applying for the position of Students’ Union Student Engagement Assistant. Please use this space to discuss why you think you would be a suitable application, and which skills and attributes you will bring to the role. Please write no more than 250 words.*

**Agreements:**

* By completing this application form you certify that you are an enrolled student of Sheffield Hallam University.
* Failure to reveal information that is relevant to the position sought or making a false declaration could lead to the possible removal of your application from this process.
* If you have anything to declare or wish to discuss this point further a confidential appointment with an appropriate Students' Union member of staff will need to be arranged to discuss the matter. Please contact Sally Pleming, HR & EDI Specialist, to arrange an appointment.

Please tick that you understand and agree with the above statements

**Declaration for Data Protection**

I understand and agree that the information I provide on this form will be held by Sheffield Hallam Students' Union (SHSU) and used by the organisation to process my application. My information will not be used for any other purpose by Sheffield Hallam Students' Union and will not be passed onto any other third party without my permission.

I understand and agree that the information I provide on this form will be processed and retained in accordance with the Data Protection Act and SHSU's data protection policy.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_