



Job Description

Post Title:	Campaigns & Events Assistant - Internship
Salary:	This post has been evaluated at Grade 2.
Hours:	35 hours per week
Work Base:	The post holder will be expected to work at the Penryn and Falmouth campuses.
Employer:	FXU is a registered charity governed by an elected Board of Trustees, to whom all employees are accountable. FXU staff members are employed by Falmouth University on behalf of the FXU Board of Trustees.
Date:	May 2019
Responsible To:	The Deputy CEO
Accountable to:	The democratic decision-making process of the organisation, in line with the Constitution.

Purpose of Post:

This is a temporary fixed-term internship for twelve months for a recent Graduate (graduated within the last two years) who wishes to gain experience of campaigns and events management. The Intern will play a key role in supporting the Students' Union Presidents, officers and staff to host a diverse range of campaigns and events throughout the year, including but not limited to Freshers events, welfare campaigns, annual Awards and national campaigns.

FXU is the combined students' union for students of University of Exeter Cornwall Campuses and Falmouth University. It is led by students for students, with professional staff supporting our ambition to help all students being able to say "I belong, I am heard, I am realising my potential, and I am supported".

1. Main Duties & Responsibilities

As directed by the Deputy CEO, and informed by the priorities of the Students' Union:

- 1.1. To support the Students' Union Presidents to implement their campaign plans and to progress manifesto commitments and objective for the year.
- 1.2. To engage with the Leadership team to help their ideas and campaigns come to life.
- 1.3. To support the Students' Union team in delivering high quality events for our students in line with the Students' Union Strategic Objectives, assessing the impact through focus groups, feedback and other methods.
- 1.4. Working with the Student Voice and Activity teams to enhance student participation in key Students' Union activities.
- 1.5. Programming and developing campaigns with the Advice team.

- 1.6. Providing support to the Communications team.
- 1.7. Co-ordinate the 'You're Brilliant Awards' including training, promotional activity and resources.
- 1.8. Provide support to the Students' Union staff team as directed by the Deputy CEO including admin and customer service as required.
- 1.9. To communicate, liaise and maintain effective working relationships with colleagues within Falmouth University, University of Exeter and Falmouth Exeter Plus, as well as external service providers.

2. General Duties and Responsibilities

- 2.1. To work in line with the Students' Union Mission, Vision and Values at all times, working with others to provide a supportive, responsive, student-centred environment and services.
- 2.2. To actively support elected student officers, volunteers and employees in playing a full role in decision-making and activities, ensuring that the Students' Union maintains a student-led ethos.
- 2.3. To present a positive image of the Students' Union at all times, through every aspect of your work.
- 2.4. To maintain an up to the minute working knowledge of the Students' Union service areas in order to support them and provide accurate, detailed information to students and others.
- 2.5. To ensure that all relevant policies, procedures and agreed protocols are adhered to.
- 2.6. To contribute to the Students' Union planning, review, monitoring and reporting processes and activities.
- 2.7. To participate in team meetings and activities and attend other meetings as agreed.
- 2.8. To ensure that all marketing and communication materials within the designated area of responsibility are accurate and up to date and to participate in open days and events as agreed.
- 2.9. To actively support equality and diversity policies of the Students' Union, University of Exeter and Falmouth University.
- 2.10. To respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation.
- 2.11. To attend training courses as identified and agreed for appropriate development.
- 2.12. To participate in the Annual Performance Development Review Process.
- 2.13. 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.
- 2.14. To undertake other duties not specifically stated above, which from time to time are necessary without altering the nature or level of responsibility involved.

Person Specification – Campaigns & Events Assistant

	Essential	Desirable
Qualifications		
Creative Events Management degree, equivalent qualification or can demonstrate relevant experience	X	
A recent graduate within two years	X	
Experience		
Experience of planning and delivering events/projects	X	
Experience of working to an events brief		X
Relevant administrative experience	X	
Knowledge/Skills		
Confident in talking to people on the telephone and in person	X	
Excellent communication skills – including written & networking skills	X	
Must be able to demonstrate the ability to deal with a varied and complex workload, and work both independently and as a committed team member	X	
Ability to critically analyse data and draw conclusions		X
Knowledge of IT packages; including MS outlook, & Excel	X	
A high level of cultural sensitivity	X	
Personal Qualities		
Ambitious and a desire to maximise the opportunities available from the internship to further a career in the campaign, events and project management	X	
Commitment to seeing a project through from beginning to end	X	
Able to work to deadlines and on simultaneous projects	X	
Be able to work as part of a team dedicated to providing a professional service to students and staff	X	