**JOB DESCRIPTION**

**Job Title:**

**Salary Point:**

**Full/Part Time:** Full Time

**Contract term:** Permanent

**Hours:** 35 hours per week, Monday to Friday

**ABOUT US**

The Students’ Union at Essex is on a mission to become **the world’s most student-centred organisation**.

It sounds bold, and it is. But we believe that every single one of our 13,000 members deserve nothing less. We’re dedicated to help students have the best experience possible at the University of Essex.

And we’re pretty good at it too. Students ranked us as 7th best Students’ Union in the country in the annual Whatuni Student Choice Awards 2024, the 6th year in a row we’ve been voted in the top 10.

And we need more brilliant people who share our ambition, to join in and help us create the next, most exciting part of our journey.

**OUR VALUES**

At Essex SU, we’re not like other Students’ Unions and we don’t want to be. We’re proud of our values (we call them our tattoos), which guide the way we work:

* **Powered by students** – everything we do comes from our members
* **Shoulder to shoulder** – 13,000+ students and staff, standing together
* **No bullshit** – we promise to tell it like it is, no spin and no red tape
* **Work hard, play hard** – because life’s about both
* **Always challenge** – the Essex spirit is in our DNA and we’ll fight to uphold it

##### **WHAT YOU’LL DO**

Reporting to the **{Insert Line Manager job tile}** you will:

**ROLE RESPONSIBILITIES:**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | ***Essential*** | ***Desirable*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **ROLE SPECIFIC CRITERIA** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**THE PERKS**

As well as the standard stuff you get for turning up to work, we have some great additional benefits for being a member of the Essex SU Team:

**Student discount**

As a member of the Essex SU Team, you’ll get access to local (10% off at selected SU Venues) and national student discounts with brands like Student Beans and UniDays.

**Wellbeing**

From staff 5-aside football, run club, onsite gym and staff wellbeing walks on our stunning Colchester campus getting your wellbeing and work-life balance is important to us.

**Work hard, play hard**

Enjoy a Christmas-to-new-year shutdown (no extra holiday days required), the ability to purchase extra annual leave, a bonus day off for your birthday, and the opportunity to get involved in our volunteering scheme.

**Company get togethers**

Every Monday, we review the past week, discuss the upcoming one, and celebrate milestones, birthdays, and special occasions. We also host a Christmas staff day and SU Staff Awards in the summer to honour achievements.

**People First Policies**

We also have a variety of inclusive policies to support our staff, from enhanced maternity leave to pet bereavement leave.

**Equality & diversity**

We are committed to equality and diversity, being the first SU in the country awarded the investors in people mark.

**Pension and Pay**

With a generous pension scheme, we’ll invest in your future as well as your present. We’re also an accredited living wage foundation employer.

