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| R:\SU\Common\Marketing\1_Brand Assets\1_Primary_logo\1_The_Union\2_CMYK_JPG\JPG__The_Union_Black.jpg | **The Union** **Job Description: Alcohol Impact Support Assistant** |
| **Department:** Membership Services:  | **Location:** Based in Manchester, working out of the Union and Manchester Student Homes. |
| **Job Title:** **Alcohol Impact Support Assistant** | **Job Grade:** £9 per hour |
| **Reporting to (Job Title):** Paul Norman and Poppy Humphrey |
| **Reporting to Job Holder (include Job Title):** Paul Norman Head of Membership DevelopmentPoppy Humphrey Off Campus Affairs Officer |
| **Responsible for:** No direct reports. |
| **Overall purpose of the Job:** To support the development of the University and Unions’ commitment to Alcohol Impact. Working across both the Union and the University (Manchester Student Homes) you will be responsible for all administrative aspects of this project. You will be required to coordinate the criteria to ensure that evidence of the University and Students’ Union commitment to this agenda is reflected.  The successful candidate will be fundamental in supporting the delivery of the project across a multi-agency setting.  You will be required to help arrange a series of awareness and educational events for students to promote the project and encourage responsible drinking. You will offer full administrative support to the Alcohol Impact Steering Group, which demonstrates a collaborative approach with key stakeholders such as Manchester City Council and Greater Manchester Police to ensure a holistic approach to the success of this project. |
| **Main activities/tasks:** * Leading on the administration of the Alcohol Impact accreditation workbook and associated criteria
* Supporting the delivery of events in line with Alcohol Impact.
* Providing full administrative support the Alcohol Impact Steering Group.
* To support the delivery of an ‘intervention’ via Alcohol Impact.
* Support awareness raising of the profile of Alcohol Impact campaign.
* Attend any relevant training or events to understand the wider context of the project, the role and its importance.
* Act as a point of contact for stakeholders including Manchester City Council, Greater Manchester Police and students.
* Be available for delivery of specific activity during key periods.
* Engage and organise a team of interested student volunteers to identify, develop and coordinate the delivery of student-led activities and events to improve attainment and student experience.
* Take part in other related activities, such as promoting existing opportunities to students, and liaising with university staff to align activities with the project’s wider objectives.
* Support project communications where relevant, e.g. developing social media content.
* Contribute to the safe management of activities, using risk assessments and other project resources.

The post holder shall:* Comply with Union and Manchester Student Homes policies, procedures and constitution at all times.
* Comply with Environmental Legislation and both support and promote measures introduced within the Union to lessen environmental impact.
* Contribute to the positive and professional image of the Union and Manchester Student Homes and not act in such a manner as to bring either into disrepute.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* Have a flexible approach to duties and work and, in particular, adopt a team work style with departments.
* Understand and uphold the mission, vision and values of the organisations and be always guided by them in the course of work.
 |
| **Other features of the Job (including working conditions, etc.):** 16 - 24 hours per week. Evening and weekend working will be required on occasions. Three month fixed term contract. |
| **NB.** The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required. The Job Description may be subject to amendment from time to time after discussion with the post holder. This job description does not constitute part of the contract of employment. |

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| R:\SU\Common\Marketing\1_Brand Assets\1_Primary_logo\1_The_Union\2_CMYK_JPG\JPG__The_Union_Black.jpg | **The Union** **Person Specification: Alcohol Impact Support Assistant** |
|  | **Desirable** | **Essential** |
| **Education****Qualifications** | * Project delivery qualification
 | * A current MMU student
* A good level of education or relevant experience in a similar role
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| **Training****Technical Skills** |  | * High standard of computer skills; including knowledge of Microsoft Office packages
* Excellent verbal and written communication skills
* Good numerical and analytical skills
* Excellent organisation and prioritisation skills and the ability to work to multiple deadlines
* An ability to develop working relationships using teamwork and leadership skills, recognising and respecting different perspectives
 |
| **Experience****(Knowledge)** | * Experience of organising events
* Demonstrable experience of leading a range of representative projects and initiatives.
* Experience of delivering training to students or staff members
* Experience of Community volunteering or community engagement.
* Experience of creative initiatives for student engagement.
* Experience of working in a membership organisation, charity or within the public sector.
 | * Experience of working with a partner institution.
* Experience of writing reports, briefings for other departments
* An excellent understanding of diversity and of the principles and practice of equal opportunities.
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| **Personality****Characteristics** |  | * A sustainable approach to work that ensures success for the future.
* Demonstrate a high degree of professionalism and be a self-starter
* An ability to demonstrate the organisational values in all work activity.
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