

JOB DESCRIPTION AND PERSON SPECIFICATION: EVENTS ASSISTANT



Job description

Role:	Events Assistant
Rate of Pay:	£13.68 per hour. (This rate is inclusive of holiday pay)
Full/Part time:	Part Time
Contract term:	Fixed Term
Responsible to:	Business Development team
Hours:	This is a zero-hours contract designed to offer flexibility around your studies. This role has no typical shift pattern, but shift will align with our events program, such as Welcome Weeks and Awards.
Start Date:	26 August 2025
Location:	The Union MMU – On site
Eligibility:	Open to applicants who will be studying at Manchester Metropolitan University during the 2025/2026 Academic year. Applicants must also be eligible to work in the UK.
Benefits	We offer staff many benefits, including: + An employee assistance program (EAP) to support your wellbeing + Plenty of opportunities for learning and development + Monthly employee recognition incentives + Discounts on coffee and food

Purpose of the role

At The Union, events play a key role in our work supporting students to achieve personal success at university by providing excellent experiences and opportunities to develop community, connection and belonging.

As an Events Assistant, you'll be at the heart of the excitement, orchestrating a diverse array of events. From intimate gatherings to grand celebrations, you'll ensure every detail is flawlessly executed, making each occasion unforgettable.

In this role, you'll dive into the exciting world of event management, balancing flexible hours with your academic schedule. You'll have the chance to connect with industry professionals and fellow students, all while enhancing your resume with practical skills and experiences that will set you apart.

Principal duties

Role specific:

- + Support the execution of a diverse array of events, from intimate social gatherings and engaging workshops to general entertainment events, ensuring each one runs smoothly and successfully.
- + Work closely with a collaborative team to ensure all aspects of the event are covered.
- + Meet with clients to understand their event requirements and ensure their vision is realised.
- + Perform administrative duties such as data entry, filing, and maintaining event documentation.
- + Coordinate event-related correspondence and maintain accurate records of event details
- + Ensure that risk assessments and relevant health and safety regulations are followed.
- + By example, always promote a positive image of The Union through high personal standards of integrity and professionalism.
- + The post holder will be required to work specific Union events at key times of the year, including (but not limited to): Welcome weeks & Union key events.
- + Early morning, evening & weekend work will be required.

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.

Person specification

Criteria	Essential or desirable
Qualifications	
A student of Manchester Metropolitan University for the 2025/2026 academic year.	Essential
Currently undertaking an events management or related degree	Desirable
Experience	
Experience in event planning & delivery.	Essential
Excellent knowledge of events planning, principles and practices	Desirable
Knowledge and skills	
Must be willing to complete mandatory Operational, Compliance and Health & Safety training ahead of role commencement. This training will be provided and paid for.	Essential
Experience of working in within a membership led or volunteer organisation.	Desirable
Personal attributes	
Good interpersonal skills, able to deal confidently and professionally with colleagues and external clients	Essential
Exceptional listening and communication skills.	Essential
Strong problem-solving skills & attention to detail.	Essential
Values and ethics	
Understanding of and commitment to the principles of equity, inclusion and diversity, and The Union's values .	Essential

