

► 2 x part-time Student Group Assistants – 12-16 hours per week

Department:	Community Engagement Team
Reports to:	Communities Manager
Pay band and salary range:	£12.21 per hour (plus holiday pay)
Job type:	Part time, fixed term until May 2026
Hours:	The roles are 12-16 hours per week. Please indicate on your cover letter all the days that you are available to work.

The Role:

Are you highly organised with an interest in supporting student-led groups behind the scenes? Join Lancashire Students' Union as a Student Group Assistant!

We are looking for two detail-driven Student Group Assistants to provide essential administrative support to our student-led groups – including societies, sports and volunteering projects. Your work will include committee support, training coordination, email communications, and maintaining accurate administrative records. A central responsibility will be administering the Student Group Badge Scheme, ensuring all participants are supported and recognised appropriately. While the role is mostly office-based, you may also help support events across the year on an ad-hoc basis.

What you'll do:

Key responsibilities
1. Provide administrative support to all areas of student group activity.
2. Administer and update badge scheme progress trackers, communicating with participants and recognising achievements.
3. Support the planning and delivery of committee training throughout the year, including ensuring online Blackboard training is kept up-to-date.
4. Assist with the coordination of elections and committee transitions.
5. Respond promptly to student queries, providing helpful and timely support.
6. Support Union-wide events and campaigns in collaboration with the wider team.

Duties and Responsibilities:

Specific duties and activities	
1.	Support the administration and logistics of all student-led groups across societies, sports and volunteering projects.
2.	Manage incoming student group enquiries and provide email support to committees and student leaders.
3.	Maintain up-to-date records, forms and systems to support student group activity.
4.	Administer the Student Group Badge Scheme, tracking progress, communicating with participants and issuing achievements.
5.	Support committee selection processes, including elections and appointments, in line with Union guidelines.
6.	Assist with the planning and delivery of student leader training, including maintaining up-to-date online Blackboard training and accurate training completion records.
7.	Contribute to the successful coordination of Students' Union events and campaigns on an ad-hoc basis.
8.	To work with the Community Engagement Team to support Students' Union provision at Burnley and Westlakes campuses.

Person Specification:

List of the knowledge, skills, experience, and qualifications required for the role and whether these are essential or desirable for the role.

Qualifications and Experience	Essential	Desirable	Assessed by
Qualifications			
Current University of Lancashire student	√		Application
Experience			
Experience of administrative work and meeting deadlines	√		Application
Experience supporting or being part of a student-led group (e.g. society, sports club, volunteering)		√	Application and Interview
Experience responding to queries in a professional setting	√		Application
Experience of using spreadsheets, documents or databases	√		Application
Knowledge	Essential	Desirable	Assessed by

Understanding of Students' Union structures or student engagement	√		Application and Interview
Awareness of barriers to participation for students	√		Application and Interview
Knowledge of the Student Group Badge scheme		√	Interview
Skills	Essential	Desirable	Assessed by
Strong written and verbal communication	√		Application and Interview
Ability to manage time and prioritise workload	√		Application and Interview
Confident working with new systems and processes	√		Interview
Empathy with Students' Union aims and values	√		Interview
Comfortable supporting and liaising with a diverse range of students	√		Application and Interview
Qualities	Essential	Desirable	Assessed by
Positive attitude and attention to detail	√		Interview
Reliable and self-motivated	√		Interview
Proactive and solution-focused	√		Interview
Team player with a flexible approach	√		Interview
Commitment to equality and inclusion	√		Interview

Join us and be a vital part of the team helping student-led communities thrive at the University of Lancashire. Gain valuable admin and teamwork skills while supporting a range of student groups across the year. This role is in-person and based at Preston campus.

Application deadline: 9am, Tues 26th August 2025

Interviews: Thurs 4th September 2025

To start in role (ideally) Wed 10th September 2025

To apply, please submit your CV, a cover letter, and a completed Diversity Monitoring Form to suvolunteering@uclan.ac.uk prior to the deadline