# Welcome Week Assistant

## Application Pack

Deadline for applications:

20th August 2018



# Welcome Week Assistant

**Responsible to:** Student Activities and Engagement Co-ordinator – Steven Cox

**Rate of Pay:** £8.24 per hour ( £7.38 basic rate plus £0.86 holiday rate )

**Interviews**  - Via telephone 23rd August

**Term of Employment:** Various dates between 18th September and 30th September

## Summary of Post:

Welcome Week is one of the most memorable experiences of a student’s life at University. As a Welcome Week Assistant you can play an important role in enhancing that experience.

We are looking for positive, enthusiastic and friendly individuals who will act as ambassadors for the Students’ Union. You will want to meet new people, will help put Fresher’s at ease and feel included. You will be on hand to support the permanent Union staff and Sabbatical Officers in the smooth running of Welcome Week events as well as encouraging student participation.

## Necessary Skills:

* Confidence when talking to new people
* Experience of working in a team
* Excellent communication skills
* Good knowledge of the campus & city
* Good time management skills

Some experience of Union events and activities e.g. societies, sports, forums would be desirable.

## Specific Duties:

* Offer a friendly and welcoming face to all new students
* Supporting Union Staff and Sabbatical Officers as required
* Staffing Arrivals Day Stalls, “Supporting Students Union events and Fresher’s Fair
* Being available in halls – encouraging students to attend evening events and helping to book taxis
* Talking to students about key Union Campaigns
* Encouraging sales of Fresher’s Wristbands and TOTUM cards

## Other Expectations:

* Be available to work during the period outlined above
* Adhere to Union Policy and Procedure at all times (Safe Space Policy, Disciplinary Procedure etc.)
* Contribute to the professional, positive and fun image of the Union and not act or speak in such a way as to bring the Union in to disrepute
* Have a flexible approach to duties and work and adopt a teamwork style to support a range of events and student demographics

## Key dates

Deadline for applications: 20th August (9.00 am)

Shortlisting 22nd August

Telephone interviews 23rd August

Successful candidates informed 24th August

Training for successful applicants: 18th September

Employment commences 18th September

Employment ends: 30th September

## Notes

This Application Pack should be filled in full and submitted by email to union@hope.ac.uk. Due to the high volume of applications expected we are not able to confirm receipt and you are advised to copy yourself into the email to ensure successful delivery. Please fill in this application as fully as possible. The decision to appoint candidates will be made on the information provided on this form alone.

*Due to the high volume of applications expected, we are not likely to be able to respond to unsuccessful applicants. If you have not heard from us by 24th August, your application has, unfortunately, not been successful. We do thank you for applying and hope you will consider future opportunities with Liverpool Hope Students’ Union.*

*You will be paid for the all training you attend.*

*At training you will need to provide the following:* ***Passport*** *(for photocopying),* ***proof of eligibility to work in UK*** *(if not a UK national),* ***National Insurance Number****,* ***Bank/Building Society Account Details****.*

## Statement of Applicant

I am available for training on the 18th September

and

I am available to work during Welcome Week

PRINT NAME \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



SIGNATURE \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Monitoring Form

*Liverpool Hope Students’ Union is an Equal Opportunity Employer. The aim of this monitoring form is to provide equal opportunity in the fields of recruitment, training and promotion. For this to be effective it is necessary to undertake detailed monitoring of all applications for posts.*

*PLEASE NOTE: This form is entirely confidential and will not be considered by the appointment panel. This information will be removed immediately from the main form and filed for internal monitoring. Please print your name below to indicate acceptance of these terms.*

|  |
| --- |
| **Personal Information** |
| Surname:  | Forename(s):  |
| Address: Post Code: WA8 9LE | Tel (home): |  |
| Tel (mob): |  |
| Date of Birth:  | Hope Email:  |

|  |
| --- |
| **Ethnic Origin:** |
| Asian or Asian British – Indian |  | Mixed – White and Asian |  | Other Black Background |  |
| Asian or Asian British – Bangladeshi |  | Mixed – White and Black African |  | White – British |  |
| Asian or Asian British – Pakistani |  | Mixed – White and Black Caribbean |  | White - Irish |  |
| Black or Black British – African |  | Other Mixed Background |  | Other White Background |  |
| Black or Black British – Caribbean |  | Chinese |  | Arab |  |
| Other Black Background |  | Other/Unknown |  | Prefer not to say |  |

|  |  |
| --- | --- |
| **Nationality:** |  |

|  |
| --- |
| **Gender Identity:** |
| Female |  | Male |  |
| Other/Trans |  | Prefer not to say |  |

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| --- |
| **Is your Gender Identity the same as you were assigned at birth?** |
| Yes |   | No |  | Prefer not to say |  |

|  |
| --- |
| **Marriage/Civil Partnership Status:** |
| Marriage |  | Civil Partnership |  | Neither |   | Prefer not to say |  |

|  |
| --- |
| **Sexual Orientation:** |
| Straight/Heterosexual |   | Bisexual |  | Gay Woman/Lesbian |  |
| Gay Man |  | Other |  | Prefer not to say |  |

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| --- |
| **Faith/Religion/Belief:** |
| No Religion/Faith |  | Hindu |  |
| Baha’i |  | Muslim |  |
| Buddhist |  | Sikh |  |
| Christian |   | Prefer not to say |  |
| Jain |  | Other (please specify): |
| Jewish |  |

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| --- |
| **Do you consider yourself as having a disability?** |
| Yes |  | No |   | Prefer not to say |  |
| If yes, please give details:  |

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| --- |
| **Do you require permission to work in the UK?** Asylum & Immigration Act 1996: |
| Yes |  | No |  |
| If yes, please provide details: |

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| **Have you ever been convicted of a criminal offence?** Rehabilitation of Offenders Act 1974: |
| Yes |  | No |   |
| If yes, please provide details (if the period of rehabilitation for the crime has not been completed): |

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| Are you related to any members of staff/sabbatical officers of Liverpool Hope SU? |
| Yes |  | No |   |
| If yes, please provide details: |

Please print your name to state all the information you have provided is correct and true:

PRINT NAME \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ DATE(DD/MM/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Application Form

|  |
| --- |
| **Personal Information** |
| Surname:  | Forename(s):  |

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| --- |
| **Campus Experience (select all appropriate):** |
| Study/Live/Have Lived at Hope Park |   | Study/Live/Have Lived at Creative Campus |  | Live/Have Lived at Aigburth |  |

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| **Application Questions:** |
| 1. Why are you a good choice for Welcome Week Assistant and what difference could you make to the experience of new students?
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| 1. What do you think is the purpose of Liverpool Hope Students’ Union and why do we run a Welcome Week?
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| --- |
| 1. Personal Statement: *Please write a personal statement maximum 500 words) stating previous relevant experience (employment, volunteering, SU experience etc.) and personal attributes (refer to “Necessary Skills” section above.*
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**DECLARATION**

I confirm that the information I have given is, to the best of my knowledge, true and complete. I recognise that employment may be terminated without notice should I knowingly mislead during the selection process.

Liverpool Hope Students’ Union promises to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn’t reasonably expect. For further information, please see our [Privacy Notice for Job Candidates here."](https://www.hopesu.com/resources/candidates-privacy-notice)

PRINT NAME \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ DATE(DD/MM/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_ \_\_\_\_\_\_\_