

Title	Students Assistant
Grade	8-12
Department	Live Performance
Reports to	Assistant General Secretary (Live Performance)
Date	March 2024

JOB PURPOSE

To provide administrative support to the Student's Officer and relevant Secretariat member as required, with a particular emphasis on the mapping of performing arts educational institutions, coordinating visits, and distribution of student resources. Working with the Student Officer they will identify and develop activists through the union's democratic structures and support the wider student membership from education through to full membership.

MAIN DUTIES

1. To coordinate visits for the Student's Officer at performing arts and educational institutions to promote the union, membership benefits, and to recruit student members.
2. To assist in the mapping of relevant educational institutions across the UK.
3. To assist in the coordination of student visits when courses start and finish in conjunction with Officials across the UK.
4. To assist in the creation of targeted student resources and distribute printed materials/packs to institutions.
5. To maintain records of key contacts/relationships of institution staff and academics, and other professional development bodies.
6. To support the Student's Officer in the identification and development of activists, ensuring that they engage with a wide range of the union's structures e.g. branches, committees, conference.
7. To assist in the administration of committees, working parties and other member networks.
8. To regularly attend Live Performance, Recorded Media and Nations & Regions department meetings, to be conversant with Equity's agreements and campaigns, and to be up-to-date with the union's current activities.
9. To act as a first point of contact for student members and to direct them to the relevant service within Equity.

GENERAL DUTIES

1. To be fully conversant with the union's IT system relevant to the post. To create own correspondence, access databases and use the union's e-mail. To be responsible for creating and maintaining an effective filing system. To be able to track all written correspondence and respond to all complaints/enquiries.
2. There will be occasional travel, evening and weekend work.
3. To undertake any other duties commensurate with the grade.
4. To maintain the confidentiality of information and abide by the provisions of the Data Protection Act.
5. To undertake all duties within Health & Safety regulations/policy.
6. To undertake all duties with due regard to the Equal Opportunities policies of the union.

PERSON SPECIFICATION

The following requirements are essential for the role of Students Assistant:

1. Be educated to a good standard, Degree level or other relevant vocational qualifications, or equivalent experience.
2. Demonstrate a commitment to increasing membership through high quality service provision and demonstrate a firm understanding of member care and issues relating to membership recruitment and retention.
3. Show good communication skills and the ability to provide clear verbal and written advice and take forward routine case work, up to and possibly including simple litigation.
4. Demonstrable effective verbal communication/public speaking skills.
5. Computer literate with full understanding of Microsoft Office.
6. Able to draw up own correspondence, build and maintain filing systems and undertake all routine office duties.
7. Demonstrate ability to service committees or other structures, including taking effective minutes and drawing up agendas.
8. Able to work as part of a team.
9. Demonstrate an understanding and commitment to the role of trade unions in society.