



MAY/JUNE
**APPLICANT
PACK**

THE STUDENTS'
UNION
AT UWE



WELCOME

Here at The Students' Union, we are committed to sustainability, putting students first and driving change through creative and fun working practices.

We provide an inclusive working environment and are looking for individuals who embody our values and behaviours to join our teams and drive success.

We provide diverse and advanced development opportunities and are committed to the wellbeing and welfare of our people.



'The Students' Union at UWE is both a charitable and commercial organisation that's here to make a difference to our student community, ourselves and our stakeholders. Our people are passionate about our values, making a difference, inclusion and sustainability.

We are overseen by the Board of Trustees made up of five elected Presidents, four external trustees and two student trustees. The Boards role is to oversee the governance of the organisation, legal compliance, reputation management and to ensure we are meeting our strategic aims as defined by our student community, ourselves and our stakeholders.

As the Chief Executive Officer (CEO) I am tasked with the operational management of the organisation and lead a team of 10 managers across a range of commercial and membership services.

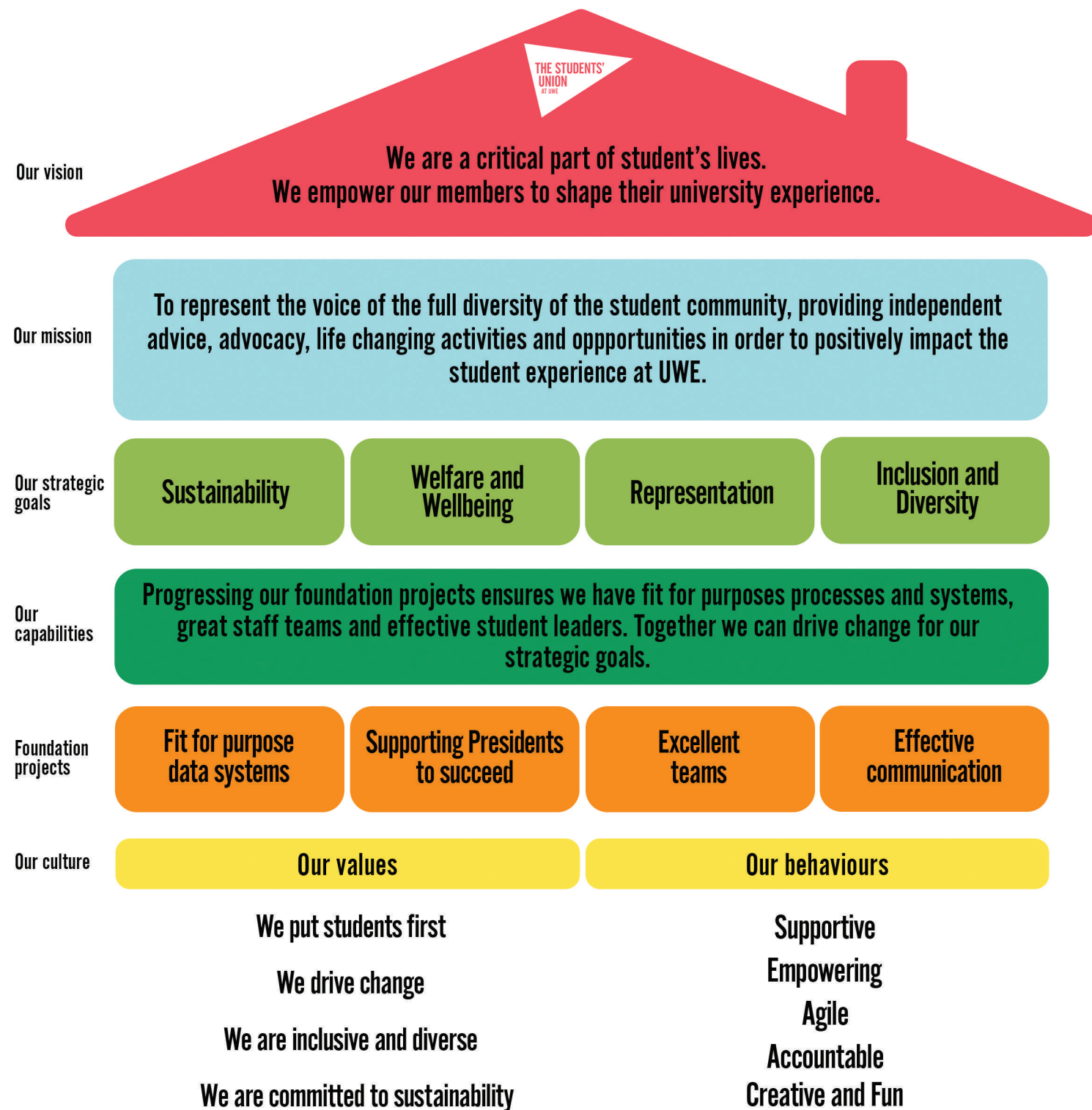
From engagement teams, support departments and commercial teams we have it all. We have over 90 permanent staff and on a regular year employ 250+ student staff on a casual basis'.

STRATEGIC PLAN

You'll have seen that there's a number of roles currently being advertised by The Students' Union here at UWE.

It's a very exciting time for us here at the organisation. We've recently aligned our structure to our new strategic plan and are looking to build real good foundations as we look forward to our objectives for the year 2026.

The roles range across a number of departments so please have a good look, see what we're looking forward to doing, please apply and ask any questions to the recruiting manager.



VALUES AND BEHAVIOURS

We are looking for staff who will embody the values and behaviours of our organisation to positively contribute to our community and to drive success.

THE STUDENTS' UNION
AT OXF

VALUES

1. WE PUT STUDENTS FIRST

2. WE DRIVE CHANGE

3. WE ARE INCLUSIVE AND DIVERSE

4. WE ARE COMMITTED TO SUSTAINABILITY

BEHAVIOURS

1. SUPPORTIVE

2. CREATIVE AND FUN

3. EMPOWERING

4. AGILE

5. ACCOUNTABLE

VP EDUCATION
KHADIZA HOSSAIN

VP SOCIETIES AND COMMUNICATION
UMAR ABBASI

PRESIDENT
KOLAWOLE SAM OLURE

VP SPORT AND HEALTH
MUHAMMAD HABIB

VP COMMUNITY AND WELFARE
LUBYNA GARDEZI

CEO
TIM BENFORD

COMMERCIAL SERVICES DIRECTOR

REPRESENTATION MANAGER

OPPORTUNITIES MANAGER

HR MANAGER

MARKETING MANAGER

COMMUNITY MANAGER

BUILDINGS MANAGER

FINANCE MANAGER

NURSERY MANAGER

COMMERCIAL SERVICES DEPUTY MANAGERS

ADVICE MANAGER

CLUB DEVELOPMENT MANAGER

HR AND EMPLOYMENT COORDINATOR

SENIOR MARKETING COORDINATOR

COMMUNITY PEOPLE LEADER

FRONT OF HOUSE COORDINATOR

IT MANAGER

NURSERY SUPERVISORS

COMMERCIAL SERVICES TEAM LEADER

ADVISORS

CLUB COORDINATOR

HR, PAYROLL JOBSHOP ADMINISTRATOR

GRAPHIC DESIGNER

STUDENT SUSTAINABILITY ENGAGEMENT COORDINATOR

MAINTENANCE BUILDINGS ASSISTANT

FINANCE ADMINISTRATORS

NURSERY NURSES

COMMERCIAL SERVICES SUPERVISORS

INSIGHTS AND DATA COORDINATOR

SOCIETIES DEVELOPMENT COORDINATORS

CONTENT CREATOR

BOWER ASHTON COMMUNITY PROJECTS COORDINATOR

BUILDINGS ACTIVATOR

EPOS ASSISTANT

NURSERY ASSISTANTS

COMMERCIAL SERVICES ASSISTANTS

REPRESENTATION COORDINATORS

GLENSIDE CAMPUS COORDINATOR

KITCHEN ASSISTANTS

COMMUNITY PROJECTS COORDINATOR

WORK WITH US





The Global Goals - For Sustainable Development

The Students' Union has a number of policies that support our wish to be sustainable, diverse and a truly ethical employer. From employee welfare to community, we have a number of policies that support these aims. Staff can also enjoy our cycle to work scheme, bike loan scheme, parking at a discounted rate and public transport links. We are proud of our menopause and menstrual policies and our volunteering options.

Each policy is also linked to the UN Sustainability goals, so go on pick a number - we have got you covered!

- **89% of colleagues would recommend to a friend, 30% already have!**
- **Real living wage employer!**
- **Average colleague retention of 5.5 years**
- **87% of our colleagues consider themselves to be highly engaged with our Aims/Goals.**

The Students' Union considers itself to be a transitional organisation, we support your development at every stage of your employment journey.

Our WISER (Walk In Somebody Else's Role) programme, UWE Development Centre, LinkedIn learning, HIPO (High POtentials programme) and in house training give you the opportunity to develop into future roles, whether it be with ourselves or another future employer.

As an organisation we all contribute to key projects including the annual Welcome Programme (inc. Freshers Fair) during September and October each year and our student elections occurring each March.

Food & Drink- we own a number of food and drink outlets at each campus site including our shops, bars, cafes and bakery! As a staff member you will receive 15% off hot food in our Union 2. We are currently supporting staff with a number of Cost of Living initiatives including access to meals and basic groceries and sustainable period products.

EMPLOYEE WELLBEING

We offer a HUGE range of employee benefits and development opportunities!

Our wellbeing spend on each colleague is four times the national average and our colleague surveys indicate that our colleagues truly appreciate the many events and initiatives that are arranged throughout the year as well as our employee assistance programme Healthshield.

HEALTHSHIELD AND EAP
ACCESS TO A 24/7 GP AND HELPLINE
FREE HOLISTIC COUNSELLING AND HEALTH BENEFITS

CLAIM BACK COSTS ON DENTAL, OPTICAL, AND HOLISTIC TREATMENTS

PAYDAY EVENTS AND WELLBEING EVENTS
EVENTS INCLUDING MENOPAUSE WEBINARS, POTTERY, COOKING CLASSES, CANCER AWARENESS TALKS, SELF-CARE WEEK, ACTIVITIES FOR MENTAL HEALTH AND MUCH MUCH MORE!

REAL LIVING WAGE EMPLOYER

CASUAL DRESS

ANNUAL LEAVE
27 DAYS PLUS BANK HOLIDAYS AND CLOSURE DAYS (INCLUDING EASTER AND CHRISTMAS)

THAT'S OVER 40 DAYS ANNUAL LEAVE!!
*PRO RATA FOR PART TIME STAFF

DEATH IN SERVICE BENEFITS

STAFF WELLBEING ROOM

EDI WORKING GROUP
CONTRIBUTE TO DRIVING CHANGE AND POSITIVELY IMPROVING OUR PRACTICE

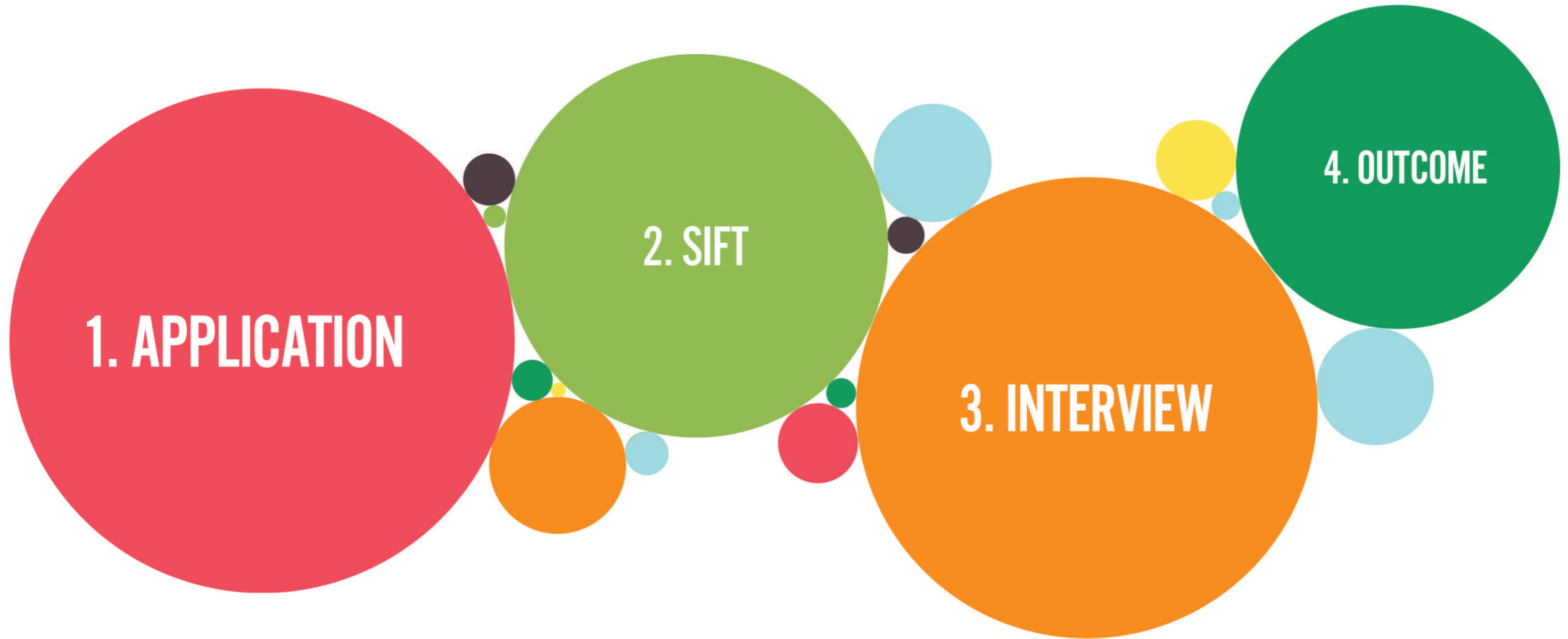
WELL BEING COMMITTEE
CONTRIBUTE TO STAFF WELLBEING INITIATIVES AND ACTIVITIES

CYCLE TO WORK AND BIKE HIRE SCHEMES

RECRUITMENT PROCESS

Here at The Students' Union we follow a consistent and fair recruitment process which is fully transparent and designed to allow you to fully share your key skills and experiences with us.

Hover over each stage to read more about our recruitment process.



We do not use identifiable criteria within our application and sifting process and you won't be put through a laborious recruitment process. We are also committed to timely updates and keeping you informed throughout the process.

You can email surecruit@uwe.ac.uk with any recruitment questions that you might have. Find out about what to expect at each stage of our recruitment process here.

INCLUSION, DIVERSITY AND REASONABLE ADJUSTMENTS

Here at The Students' Union we want our workforce to reflect the makeup of the community we serve.

Therefore, we welcome all applications irrespective of sex, ethnic origin, gender reassignment, religion, belief, sexual orientation, age and disability, marital status and pregnancy/ maternity.

Reasonable Adjustments –

Reasonable adjustments are changes an employer makes to remove or reduce a disadvantage related to someone's medical condition, disability and/or Neurodiversity. In our case reasonable adjustments are wider reaching and will be considered on all ethical, inclusive and legislative needs.

Example of RA's during the recruitment stage

- **Repeating interview questions for clarity**
- **Support with more in-depth overview of process/ talk through stages of the recruitment process ahead of the interview taking place**
- **Breaks during the interview**
- **Using notes within the interview (fully accepted and encouraged for anyone during an interview)**

Reasonable adjustments are specific to an individual person and therefore the best way to feel supported by a reasonable adjustment is to be open and transparent about what you might need.

Some individuals might not need or want adjustments, although this might change over time.

'Reasonable', refers to whether the adjustment is practical, affordable and does not harm/ implicate the health and safety of others.

All reasonable adjustments would be discussed on an individual basis.

These may include:

- **Making changes to the workplace environment such as a quiet working space**
- **Changing someone's working arrangements (hours and breaks)**
- **Finding a different way to do something (we are really open to discussing suggestions)**
- **Providing equipment, services, or support (whether it be IT, systems or other equipment / resources)**

SUSTAINABILITY

The Students' Union is committed to creating positive sustainable change.

Sustainability is core to everything we do at The Students' Union at UWE, and we always strive to embed the values of environmental and social justice into our activity and operations. We need to be bold and innovative to achieve these goals.

The climate emergency is a defining challenge of our time and a key priority for our students and the university. The past decade has been the hottest on record, and the climate crisis is causing floods, droughts, wildfires and crop failure, resulting in the forced migration of millions of people. If we don't act now, extreme weather events will worsen and entire countries will be underwater due to human-caused rising sea levels. UWE students have told us that the climate crisis is an issue they care about deeply and that they want to see more urgent action.

As a student-led organisation, each year, our members elect a part-time Sustainability Officer who chairs our student Sustainability Committee. This group hold us, and the University to account on making sustainable changes. They also run their own campaigns to progress awareness, conversations and crucially, inspire action on a sustainability issue that students are passionate about.

The Students' Union's commitment to sustainability is reflected in our awards and achievements. We are audited annually by the National Union of Students on our sustainability performance. For the last seven years we have received the highest rating of 'excellent' and won the Highest Scoring Students' Union Award. We plan to keep winning awards and being sector leading, and we need the help and support of our staff to do just that.

Sustainability is part of all the roles at The Students' Union, we thrive off collaboration, ideas sharing and supporting each other. You can make a difference and be part of a positive future through your daily actions, both in your role at The Students' Union, and at home. This will be explored further in your sustainability induction session.

Driven by our passionate students, The Students' Union at UWE has achieved many sustainability wins. It's an ongoing journey where we are always striving to do better and do more now to help the planet and its communities.

Let's get to work.



The Students' Union at UWE look forward to receiving your application and wish you the best of luck for the recruitment process.

