

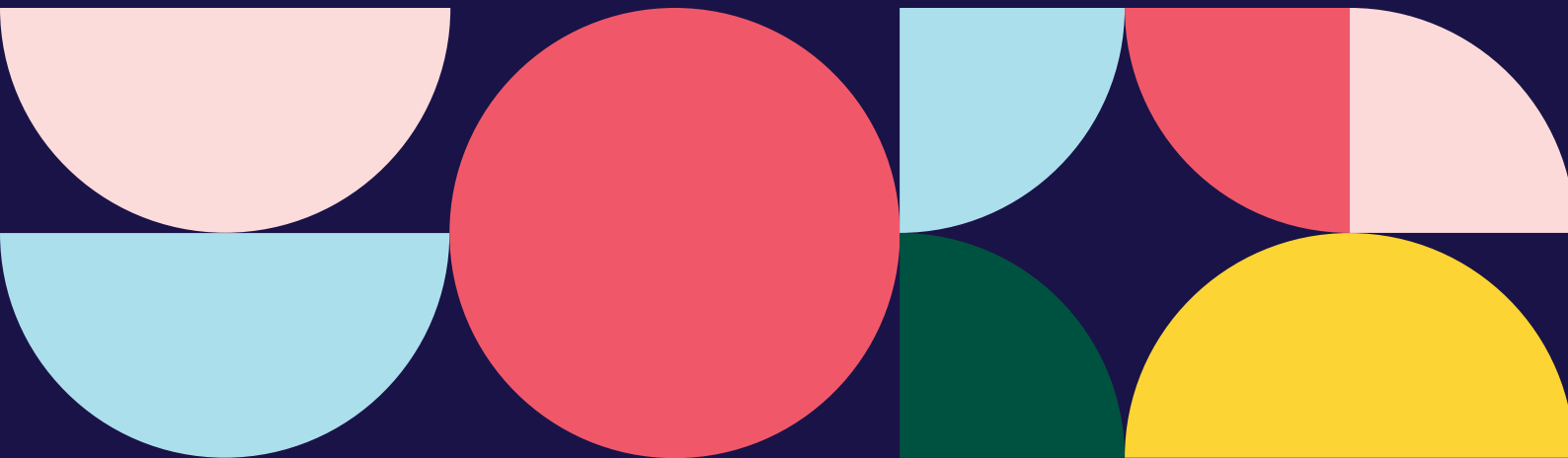
We're Hiring!

Information for Applicants

Event and Spaces Student Staff



Bristol SU





Welcome

We're looking for current students to join the Bristol SU for occasional work on a casual basis, and we're really excited that you're interested in coming to work at Bristol Students' Union, we'd love to hear from you!

Part business, part charity, part membership body – Bristol SU is a seriously fun place to work. Our professional staff do something extraordinary every day: we support student leaders to give people a voice in their education, help people get the most out of their student experience and make the change they want in the world. No wonder 93% of our employees would recommend us as a great place to work.

About Us

The University of Bristol Students' Union is a membership organisation democratically led by students, for students. We represent over 26,000 student members and work to make sure that you get the best from time at university by providing over 400 clubs, societies and networks, offering free support services and academic advice and representing students on the issues that matter to you.

Our vision: The best student life

Students drive and are at the heart of everything we do:

- We are the collective voice of University of Bristol students
- We support activities, so students can try new things and develop skills
- We advise, support and empower students to make change
- We are a vibrant social hub
- We provide quality services for the benefit of students





Working at Bristol SU

This is a great opportunity to build experience alongside your studies and develop your portfolio. Our Student Staff roles here at the SU are all flexible and shifts are allocated based on the needs of the organisation and your own availability to work, so will fit perfectly around your studies!

We are a Living Wage accredited organisation. We offer the flexibility for work-study balance. What's more, you will get 20 days of paid annual leave plus 8 bank holidays, pro-rata depending on your hours worked. Also, if you're eligible you can opt-in to our contributory pension scheme. Working at Bristol SU will give you access to a range of opportunities including the chance to shadow members of staff to learn more about what they do as well as training opportunities.

Bristol SU has been recognised through numerous accreditations and awards including Investors in People, Investors in Diversity, the Workplace Wellbeing Charter and more. No wonder 91% of our staff feel we have strong values and ethics!

Diversity & Inclusion

"Be yourself, be proud of the work you do and build a career in a place that knows that different is good."

Diversity and Inclusion at Bristol SU

Equality, diversity and inclusion are central to life at Bristol SU. We approach our work with positivity and celebrate our diverse and unique communities. Our people are proud of our values and care about creating diverse and supportive communities that are inclusive of age, disability, gender identity, race, religion, sexual orientation and experience.





Bristol SU strives to have an inclusive culture and an environment for all, underpinned by respect and compassion, where everyone feels welcomed, included, supported, valued and safe. We are committed to taking positive action to expand the diversity of our staff team by offering two guaranteed interview schemes. These are for people of colour and for disabled people.

Guaranteed Interview Scheme for People of Colour

We recognise that candidates that are people of colour may face additional barriers throughout their careers and when applying for new roles across the sector. We are committed to taking positive action to expand the diversity of our staff team by offering a guaranteed interview scheme for people of colour.

It is important to note that this scheme guarantees an interview for people of colour who meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

It is important to note that there may be occasions where it is not practicable, or appropriate, to interview all candidates who have selected to be included within a guaranteed interview scheme who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, we may limit the overall numbers of interviews offered to all candidates - including those applying within our guaranteed interview schemes. In these circumstances we will select a minimum of two candidates from the scheme who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.



Diversity & Inclusion

Guaranteed Interview Scheme for Disabled People

Bristol SU is proud to be accredited as a Level 1 [Disability Confident Employer](#) making a commitment to the recruitment, development and retention of disabled staff. We recognise that disabled candidates may face additional barriers throughout their careers and when applying for new roles across the sector, and we are committed to taking positive action to expand the diversity of our staff team.

It is important to note that this scheme guarantees an interview for disabled people who meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

It is important to note that there may be occasions where it is not practicable, or appropriate, to interview all candidates who have selected to be included within a guaranteed interview scheme who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, we may limit the overall numbers of interviews offered to all candidates - including those applying within our guaranteed interview schemes. In these circumstances we will select a minimum of two candidates from the scheme who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

Awards

We have appeared in the Inclusive Companies top 100 list, and have won a number of awards for our commitment to diversity, including best Students' Union. We also won a Third Sector Excellence Award at the 2018 Investors in People Awards.

About the Role

Events and Spaces Student Staff – Role Profile

Job Title	Events and Spaces Student Staff - various roles available
Working Hours	Flexible 0 hours contract. You must be able to work day and night shifts between 13 - 17 Sept 2026
Salary Range	£13.45 per hour plus holiday pay (£13.95 for some roles)
Contract	Fixed Term until Summer 2027
Reports to	Reports to Events Manager: Rosa Digby

Purpose of the Role

We are looking for organised, friendly, and proactive student staff to join our Events and Spaces team at Bristol SU.

- To support Bristol SU in the successful delivery of events, campaigns, and outreach, shaping great student experiences.
- To be a champion for good wellbeing and safety at Bristol SU events and club nights
- To be friendly and engaging; welcoming new and returning students to Bristol, supporting them to discover opportunities and feel part of our community at Bristol SU.

We hire a bank of flexible staff to support us throughout the year with our Events. All staff join our general events pool, but you can **also** opt to be considered for additional roles on top of this. When you apply, please select **all** roles you are interested in on the application form.

Main Duties and Responsibilities

General Events Student Staff

Events Support

- Provide logistical and production support for events from set up, through to delivery, including but not limited to: assisting the duty manager, redeeming tickets and accepting payments, managing queues, setting up and packing down events, stewarding, and generally being proactive and responsive to challenges and developments before, during, and after events.

Championing night-time wellbeing

- Work as part of team of 'Welcome Angels' at Bristol SU club nights. This will involve working late into the evening (usually 22.00 – 03.00, but hours may vary). This role includes, but is not limited to: proactive talking and checking in on students in queues and outside venues, scanning tickets and directing students, looking out for anyone in a poor state of wellbeing, alerting members of the events team / security if anyone needs first aid or assistance, and generally making sure everyone is able to enjoy their night out.



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Additional roles:

You may choose to opt to apply for any of these additional roles too. Please indicate in your application which you would like to be considered for. These roles are all optional - you do not have to select them if you would like to just join our general team.

Event Duty Manager

Duty manage SU events to a high standard, following event briefs and schedules to ensure events run smoothly and safely. Responsible for staff supervision, health and safety management, liaising with event clients, and coordinating with external contractors. Must have previous leadership or events experience. £13.95 per hr + holiday pay. You can expect on average one shift per week but this is dependent on our programme. Predominantly evening and weekend work.

Bar Supervisor

Be responsible for the smooth running of our events bar. This includes stock management, reporting, sales troubleshooting, cleaning and staff supervision. Must have previous bar experience. £13.95 per hour + holiday pay. You can expect on average one shift per week but this is dependent on our programme. Predominantly evening and weekend work.

Community Spaces Assistant (**either** Clifton Campus **or** Temple Quarter Campus)

Work as part of the SU Community Spaces Team, supporting the day-to-day running of Community Spaces and help create welcoming student spaces across campus. Responsibilities include tidying and organising, taking deliveries, sorting Swap Shop donations, watering and maintaining plants, helping to set up community events, and (**for Clifton Campus only**) providing administrative support for student group bookings and the shared Spaces inbox. £13.45 per hour plus holiday pay. Shifts are predominantly lone-working, so we are looking for proactive, independent staff who are happy to get stuck in and can commit to regular weekly hours throughout term time.

Clifton Campus: Based across the Senate House SU Living Rooms, The Loft, and The Richmond Building. Working a 3-hour morning shift twice per week during term time (set days depending on timetable).

Temple Quarter Campus: Based in the new Temple Quarter SU Living Room. Working a 2-hour morning shift three times per week during term time (set days depending on timetable).



About You

Events Student Staff – Person Specification

Key E = Essential criteria
A = Assessed in the application form

D = Desirable criteria
I = Assessed at interview

	Priority	Assessed
Knowledge & Experience		
1 - Experience of delivering great customer service to customers or members	E	A / I
2 - Experience of working or volunteering at events	E	A / I
3 - Experience of promoting events or campaigns	D	A / I
4 - Good digital skills - able to pick up digital systems and processes	E	A / I
5 - Understanding of factors that positively and negatively impact on wellbeing	E	A / I
6 - Great problem solving skills. Thinking creatively and proactively to develop solutions	E	A / I
Bar Supervisor: Must have prior bar experience, ideally with some supervisory experience Event Duty Manager: Must have previous experience in leadership and/or events	E	A / I
Skills & Abilities		
1 - Demonstrates integrity and fairness. Is trustworthy and reliable at all times - especially when not being directly supervised	E	A / I
2 - Excellent communication skills; with colleagues, students, and the public	E	A / I
3 - Excellent attention to detail. Able to work accurately and with care	E	A / I
4 - Ability to work alongside and collaborate with others as part of a busy team	E	A / I
5 - Great problem solving skills. Thinking creatively and proactively to develop solutions	E	A / I
6 - Demonstrates a positive attitude and professionalism	E	A / I
7 - Ability to work and adapt in a fast-paced, changing environment	E	A / I
Values & Behaviours		
A demonstrable commitment to our organisation's values	E	I
A commitment to and understanding of equality, diversity and inclusion	E	I
Comfortable working in a democratic, student-led environment with the ability to empower and build effective relationships with elected officers	E	I

If you think you have what it takes to be part of our Events and Spaces team, but aren't sure you meet every point on the person specification, please still get in touch with the recruiting manager. We'd love to have a chat and see if you could help us to achieve great things for our SU and its members.



How to Apply

The closing date for applications is 9am on Friday 7 August 2026.

Application Timeline

- Closing Date: Friday 7 August 2026, 9am
- Shortlisting: Friday 7 and Monday 10 August
- First Stage Interviews: Tuesday 18 and Wednesday 19 August
- In-person training (**all roles**): Tuesday 8 September
- In-person training (**only** Bar supervisor and Event DM): Wednesday 9 September
- In-person training (**only** Bar supervisor, Event DM, and Spaces Assistants): Wednesday 9 September & Thursday 10 September
- Start Date: Saturday 12 September

To apply, please submit your application via our online recruitment portal, accessible via the jobs page on our website.

You will need to provide an up-to-date copy of your CV, and answer the following questions:

1. What do you think makes a brilliant Welcome Week for students?
2. What do you think are the most important parts of providing great customer service? And tell us about a time you've put this into action.
3. Tell us about an experience where you've worked independently and used your initiative to solve a problem.
4. [Bar Supervisor applicants only]: Tell us about your previous experience working on a bar. What positive attributes did you bring to the role?
5. [Bar Supervisor and Event DM applicants only]: Tell us about any previous experience you have leading, motivating, and supervising a team.
6. [Community Spaces Assistant applicants only]: We are looking for individuals with interests in community events, arts and crafts and plant care. Please tell us about any previous experience you have in one or more of these areas. This could be a personal hobby or interest, or in a professional capacity from previous roles.

Remember you don't have to have work experience to have the skills or knowledge to do a great job. We are interested in your potential, so encourage you to use examples from outside of work too when answering the questions.

We recommend that you prepare your answers in advance in a separate document where possible, to avoid losing your responses before you submit them in the portal.

Please do not use AI throughout the recruitment process. We want to hear from you in your own words. Please note that use of any software or tools to aid disabled people such as speech to text aids are welcomed.

Please note:

- We will contact you to let you know the outcome of your application.
- You must be able to provide proof of your right to work in the UK - and you must provide this proof before starting work with us.
- Applications received after the above closing date will not be considered.

Informal enquiries:

For an informal chat and to find out more about the role, please contact the recruiting manager: rosa.digby@bristol.ac.uk

Impostor Syndrome

Impostor syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect women and people from marginalised backgrounds. If you recognise feelings of imposter syndrome during your job search, [you'll find some useful tips to help overcome it here.](#)



