



We're looking for a confident, proactive person who can support the SU's values and is interested in supporting student leaders. You'll be responsible for providing Bristol SU's student led groups and their members with excellent administrative services and support, enabling our student group leaders to run an exciting and varied programme of community building events and activities for their members.

As well as providing administrative support to our student groups, this role supports the wider Student Opportunities Team and Bristol SU to deliver a range of key services which are open to all students, such as volunteering, Intramural sport, music practise rooms and vehicle hire. You'll be responsible for responding to general enquiries, signposting to appropriate information and services, advice and guidance as well as providing occasional front of house and events support.

What's the job?

Role: Student Opportunities Administrator

Hours: 10 – 28 hours per week (negotiable)

Salary: £21,535 to £24,675 (pro-rata and starting at the beginning of the scale)

Contract: Permanent

Closing date: Tuesday 30 April 2024, 9am

Who are we?

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 help people make the change they want in the world. We have over 26,000 members, 400 clubs and societies, a diverse range of professional services, and an innovative strategy that will help to create an inclusive and supportive University community.

What will you bring?

- You'll have experience in customer service.
- You'll be able to manage your time effectively.
- You know how to problem solve and prioritise tasks.
- You're a skilled communicator.

Why apply?

Because you're excited to make a difference!

We offer lots of great benefits including enhanced pay for parents taking maternity, adoption or shared parental leave, a competitive salary for the non-profit sector, a generous pension scheme and at least 40 days' holiday. We're committed to helping you achieve a healthy work-life balance through flexible working and are open to considering requests for part-time working. We provide professional training so that whatever your chosen field of work, with the right mix of challenge and support, you'll gain fantastic experience, and room to develop and advance your career.

We are proud to have been recognised through numerous accreditations and awards that demonstrate our commitment to creating a positive and supportive culture. 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. No wonder 93% of our employees would recommend Bristol SU as a great place to work!

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.

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

Key dates

- Closing Date: Tuesday 30 April 2024, 9am

- Shortlisting: Thursday 2 May 2024
- Interviews: Thursday 9 May 2024

Please visit our website to download our Applicant pack for more information before submitting your application.

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For general enquiries, please contact us at bristolsu-people@bristol.ac.uk.