**SU Enterprise Intern: Events and Marketing**

**Application Pack**

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| **Post:** | SU Enterprise Intern: Events and Marketing |
| **Location:** | Students’ Union (SU Enterprise Team) |
| **Responsible To:** | SU Enterprise Manager |
| **Number of Posts Available:**  | 1 |
| **Start Date:**  | 10 September 2025 |
| **End Date:**  | 30 April 2026 |
| **Commitment:** | Up to 10 hours per week |
| **Pay Range:** | £12.60 per hour |

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| **Job Description** |
| The Students’ Union requires an Enterprise Intern: Events and Marketing, to support the SU Enterprise team with the co-ordination, marketing and delivery of SU Enterprise initiatives, events and programmes. We’re seeking an individual with excellent administrative and organisational skills, combined with a genuine enthusiasm for social media. In this role, you’ll help support our daily operations and contribute to the planning and coordination of enterprise activities and events. You’ll also play a central role in managing our social media channels, creating engaging content across multiple platforms.You will be an enthusiastic individual and be able to confidently work with students, elected Student Officers, Students’ Union & University staff, and external organisations. You will also have an ability to manage and prioritise your workload independently as well as work effectively within a team.**Main Duties and Responsibilities*** Support students to explore and engage in various enterprise opportunities.
* Support the SU Enterprise team with the co-ordination and planning of programmes and events, such as [Innovateher,](https://www.qubsu.org/EnterpriseSU/Opportunities/Innovateher/) [What’s the Big Idea](https://www.qubsu.org/EnterpriseSU/Opportunities/WhatstheBigIdea/#d.en.439206) and [QUB Dragons’ Den.](https://www.qubsu.org/EnterpriseSU/Opportunities/DragonsDen/#d.en.530195) e.g.:
* Promoting programmes to students
* Processing applications
* Liaising with students and facilitators
* Planning activities
* Responding to queries
* Event set up/ take down and providing logistical support on the day
* To manage the SU Enterprise social media channels, creating content for Instagram, TikTok and LinkedIn.
* Prepare newsletters and update our website regularly to support the promotion of our activity.
* To assist with the recruitment of students to participate in SU Enterprise programmes through effective on campus promotion and social media marketing.
* To generate case studies/good news stories and collect evidence of successes.
* Complete administrative tasks e.g. updating and maintaining databases, processing certificates and monitoring/responding to emails.
* Provide assistance with the management of the SU CoWork office.
* To efficiently collect data/information relevant for evaluation purposes.
* To work within remits of a small budget, documenting all spending.
* To carry any other duties as required by the SU Enterprise Team.
* Comply with Students’ Union Operational Procedures and Queen’s University Policies.
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**SU Enterprise Intern: Events and Marketing**

Person Specification

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| **Experience** | **Essential** | **Desirable** |
| Experience in planning and organising events, at any scale | X |   |
| Experience of using effective communication skills to deliver excellent customer service via email and/or in person. | X |  |
| Experience and competency in the use of Microsoft Office & Teams. | X |   |
| Experience in content creation and management of social media platforms such as Instagram, TikTok and LinkedIn. | X |  |
| Skills |  |  |
| Creative with an ability to generate innovative and engaging content for social media, website, and newsletters. | X |  |
| Ability to effectively communicate with all levels of staff and students as well as key external stakeholders and the local business community. | X |   |
| An ability to work effectively both independently and in a team environment. | X |   |
| Excellent time management skills with the ability work well under pressure. | X |   |
| **Values & Attitudes** |  |  |
| An interest in enterprise, entrepreneurship, and student development. | X |   |
| Prepared to commit to the values of the Students’ Union  | X |   |
| Friendly, supportive and motivated | X |   |
| Flexible, with a willingness to learn  | X |   |
| **Other** |  |  |
| **Applicants must be a registered student at Queen’s University Belfast for academic year 2025 – 2026 and for the full period that the post is available.** | X |  |
| **All students for whom English is not their first language must have achieved a****minimum pass mark of 6.5 with a minimum of 5.5 in all four elements of IELTS****(International English Language Test Score) or equivalent (evidence to be supplied****along with your completed application and equal opportunities forms).** | X  |  |

**SU Enterprise Intern: Events and Marketing**

**Application Form**

**Personal Details**

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| --- | --- |
| **Surname** |  |
| **Forename(s)** |  |
| **QUB Student Number** |  |
| **Mobile Phone Number** |  |
| **QUB E-mail address** |  |

**Student Details**

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| **Course Name** |  |
| **Year of Commencement** |  |
| **Expected Date of Graduation** |  |

**Required Checks**

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| **Do you have the right to work in the UK?** | [ ] Yes [ ] No |
| **Will you be a registered Queen’s student for the duration of this post (10/09/25 – 30/04/26)?**  | [ ] Yes [ ] No |
| **If English is not your first language, have you** **achieved a minimum pass mark of 7.0 in the writing and speaking band of IELTS (International English Language Test Score) or equivalent?****\*\*You must supply evidence along with your completed application and equal opportunities forms.\*\*** | [ ] Yes [ ] No [ ] N/A |
| **Do you have any particular requirements to enable you to attend for interview?** | [ ] Yes [ ] No*If YES, please provide details of what will be required:* |

**Referee Details**

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| **Please give the name and contact details of two people (not relatives), who may be contacted for references in support of your application. One of these persons should be your most recent/present employer or course tutor/teacher. The other person can be a personal referee.** |
| **Name** |  | **Name** |  |
| **Relationship** |  | **Relationship** |  |
| **Phone Number** |  | **Phone Number** |  |
| **Email Address** |  | **Email Address** |  |

**Other Information**

Taking into consideration the Person Specification for this position, please outline below how you meet the essential criteria.

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| **Name and Address** **of Employer** | **Nature of Business** | **Post Held** | **Brief description / summary of****main duties & responsibilities** | **Employment Commenced****MM/YY** | **Employment Finished****MM/YY** | **Reason for Leaving****(If applicable)** |
|  |  |  |  |  |  |  |

**Experience**

Please provide details of previous posts held and indicate any experience you have gained outside of paid employment, for example, volunteering or caring responsibilities. Start with your present or most recent position and work back.

**Declaration**

I certify that, to the best of my knowledge, the information which I have given is true and complete. I accept that, if I have supplied any false statements or have withheld any relevant information, any offer of employment can be withdrawn, or an accepted appointment can be cancelled. In addition to the referees quoted, I understand that the University reserves the right to make such further enquiries on my candidature as it deems appropriate including any unspent civil or criminal convictions.

[ ]  I have read the [Privacy Notice](https://qubsu.org/media/Media%2C825716%2Cen.pdf) and I consent that my personal details can be stored/used for the purpose of this recruitment exercise.

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| Signed |  | Date |  |

**Checklist**

[ ] Completed application form

[ ] Completed equal opportunities form

[ ] Evidence of a minimum pass mark of 7.0 in the writing and speaking band of IELTS (International English Language Test Score) or equivalent (if applicable)

**Your completed forms must be emailed to** **c.murphy@qub.ac.uk** **by the closing date of**

**12 noon on Tuesday 19 August 2025.**

**Interviews are scheduled to take place Tuesday 2 September 2025.**

**Please Note**The successful candidate will be required to register with QWORK which will involve the completion of Right to Work (RTW) checks and Visa restrictions identified. QWORK will control the number of hours commissioned to any individuals who may have restricted working hours, particularly Student Visa students, as well as managing timesheet collection, approval, and payment.