SU Volunteer Intern: Programmes and Engagement

**Application Pack**

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| **Post:** | SU Volunteer Intern: Programmes and Engagement Assistant |
| **Location:** | Students’ Union (SU Volunteer Team) |
| **Responsible To:** | SU Volunteer Manager |
| **Number of Posts Available:**  | 1 |
| **Start Date:**  | 8 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 a Programmes and Engagement Assistant, to support SU Volunteer in delivering meaningful volunteering opportunities for students which create positive community impact.You will have excellent administrative and organisational skills, along with a passion for engaging with people. This role will support our day to day service and assist with the promotion, co-ordination, and delivery of our flagship programmes, [Homework Clubs](http://www.qubsu.org/VolunteerSU/Opportunities/HomeworkClubs/) and [Handy Helpers](http://www.qubsu.org/VolunteerSU/Opportunities/HandyHelpers/).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 feel welcome and engage with a range of volunteering opportunities.
* Support the SU Volunteer team with the co-ordination of programmes, such as Homework Clubs and Handy Helpers e.g.:
	+ Promoting programmes to students
	+ Processing applications
	+ Liaising with students and facilitators
	+ Planning activities
	+ Creating a welcoming environment for all stakeholders
	+ Event set up/ take down and providing logistical support on the day
* Take on a ‘befriending’ role with students during volunteering activities – make them feel welcome and part of the student volunteering community.
* Suggest and capture fun, and meaningful volunteering content, liaising with the SU Marketing team to bring this to life for SU social media.
* Prepare newsletters and update our website regularly to support the promotion of our activity.
* Complete administrative tasks e.g. taking minutes at meetings, processing certificates and monitoring/responding to emails.
* Explore innovative ways to gather student and external organisation feedback to support the continued development of SU Volunteer services and programmes.
* Identify and research potential opportunities and share your ideas to further develop student volunteering.
* On occasion, pose for photos, and speak to camera to support the promotion of student volunteering.
* To be comfortable working outdoors and being hands-on when supporting Handy Helpers activities.
* Act as an ambassador for the Students’ Union and the University.
* Comply with Students’ Union Operational Procedures and Queen’s University Policies.
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SU Volunteer Intern: Programmes and Engagement

Person Specification

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| **Experience Required** | **Essential** | **Desirable** |
| Planning and organising events, at any scale. | X |   |
| Building relationships and working effectively with students. | X |  |
| Skills Required |  |  |
| An ability to work effectively both independently and in a team environment. | X |   |
| Excellent time management skills with the ability to work well under pressure. | X |   |
| An ability to prepare content/information for an audience e.g. website, newsletter, or social media. | X  |  |
| **Values & Attitudes Required** |  |  |
| An interest in volunteering, community engagement and student development. | X |   |
| An interest in how volunteering can support student wellbeing, socialisation and employability, and the wider community. | 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 Volunteer Intern: Programmes and Engagement**

**Application Form**

**Personal Details**

|  |  |
| --- | --- |
| **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 (08/09/25 – 30/04/26)?** | [ ] Yes [ ] No |
| **If English is not your first language, have you 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?****\*\*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**

Please refer to the Person Specification for this position, and using the space below, please evidence how you meet the experience and skills required for this role.

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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 with a minimum of 5.5 in all four elements of IELTS (International English Language Test Score) or equivalent?

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

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

**Interviews are scheduled to take place Monday 1sts September 2025.**

**Please Note**The Students’ Union, in line with the University’s Equality, Diversity and Inclusion Policy, is an equal opportunity employer.

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.