

## Applying for a position

Thank you for your interest in Bucks Students' Union.

### Filling in the form

- Take care to insert all your details – in particular e-mail and mobile phone numbers are very helpful to contact you if successful.
- You can print off the form and fill in using black or dark ink but we advise you type in the form and send it to us via e-mail in order to reduce paper usage.
- In the section with your further details we advise that you look through the person specification and let us know how you match each of those points.

### Returning your form

You can make your application to the Union via e-mail, web site, post or in person. All applications go through a central point. Return your form to:

[union@bucks.ac.uk](mailto:union@bucks.ac.uk)

In the subject please let us know it is an application and for which role then in your message please state:

"This e-mail acts in lieu of a signature as a confirmation that I declare that the details in this application are correct to the best of my knowledge and, in particular, that I have not omitted any information, which may have bearing on my application. I agree that I have all the relevant support paperwork and will provide them on request should my application be successful"

By Post:

Job Applications  
BSU High Wycombe  
Queen Alexandra Road  
High Wycombe  
HP11 2JZ

Or follow the information on the web site at [bucksstudent.com/ftjobshop](http://bucksstudent.com/ftjobshop).

### Important dates

CLOSING DATE FOR APPLICATIONS: 29 February 2012

INTERVIEW DATES: Interviews will be held in March. Positions will be offered on the basis of application forms and references. You may also receive a phone interview where you will be assessed as to your suitability for the job. The offer of employment will be subject to a probationary period where you will be assessed as to your suitability for the job.

START DATE AND TIME IF SUCCESSFUL:

Training is likely to be Thurs 13 and Fri 14 September 2012 for which you must be available to attend. The role is required from Sunday 16 Sept - Sunday 29 Sept 2012. *Students at Uxbridge may be needed to work week beginning 9 September (tbc) for Post Registration Course Inductions.*

## More info about Bucks

As a member of the staff team you will be expected to be an ambassador for the students' union. In brief Bucks Students' Union is about making life better for students at Bucks:

The Union's objects are the advancement of education of Students at Bucks New University for the public benefit by:

promoting the interests and welfare of Students at Bucks New University during their course of study and representing, supporting and advising students;

being the recognised representative channel between Students and Bucks New University and any other external bodies; and

providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

### **A brief overview of how we operate**

The Students' Union is a charity with educational aims and objectives. It is governed by a board of trustees who look after senior strategic decisions plus the legal and financial matters arising from being a charity.

The key group to the strategic direction of the union are the elected student officers. This group comprises of 3 students who are elected to work full time (as a gap year or at the end of their degree) in ensuring the union is truly representative in what it does. As a membership driven organisation we are very close to and focused on, meeting the needs and aspirations of our members – the students of Bucks New University.

The union employs full time and part time staff who provide support and advice as well as ensuring operational responsibilities are carried out.

Bucks Students' Union is independent of the University, governed by a constitution approved by both the Student Body and the Board of Governors of the University.

Representation is considered the highest priority by the Union and one that makes all other services and operations facilitate. Internally, the executive committee makes the most of its unique position of representation on almost all University committees. Externally, the views of students at Bucks Students' Union are represented to the NUS and other bodies, both local and national, following research and consultation with our membership.

The union offers:

- entertainments
- free sports and activities
- societies
- co-ordination and support for course reps,
- training

- keeping reps up to date with university and education issues which they campaign on your behalf
- independent advice centre (the Advice Centre)
- awareness and issue campaigns
- freshers helpers scheme and the buddies mentoring scheme
- volunteering
- student newspaper

amongst many other things!

The Union operates a range of services across the two campuses of the University, employs 30 permanent staff and up to 60 student staff. It receives an annual block grant from the University to run sports, activities, advice and support plus funding a free entertainments package. The trading services breakeven to provide the best value service to the students, any surpluses get put straight back into enhancing the student experience.

The organisation has an annual turnover of around £2million.

## Head Freshers Helper 2012

### Job description and person specification

#### Job Description

Job title: Freshers Helper  
Location: High Wycombe, Uxbridge Campuses and halls of residence  
Grade/Salary: £7 per hour (pay award pending)  
Hours: As required from Sunday 16<sup>th</sup> Sept - Sunday 29<sup>th</sup> Sept 2012)  
*Students at Uxbridge may be needed to work week beginning 9<sup>th</sup> September (tbc) for Post Registration Course Inductions*

#### Main Purpose of the job

To help students integrate into Bucks New Uni and the local community and provide a friendly welcome to new students during the first two weeks of term. As part of a team, organise activities for students, provide information about Bucks Students' Union and local services and socialise with Freshers as well as acting as ambassadors for the Bucks New Uni and Bucks Students' Union.

#### Responsible to

Project Coordinator

## **Main Duties and Responsibilities**

1. To attend all relevant training and information briefings.
2. To welcome and support new students in a friendly and approachable manner.
3. To actively seek out students who are not engaging in activities or with their peers.
4. To distribute information about the University, Students' Union and local services e.g. events, accommodation, advice & representation service, bus services, trips, faculty news etc.
5. To distribute publicity information.
6. To promote services and activities of the University and Students' Union e.g., union bar and entertainments, careers service, sports and societies.
7. To explain how the Students' Union works and encourage new students to get involved.
8. To help to organise and/or go on Students' Union trips with freshers.
9. To assist at freshers' fairs.
10. To be able to refer students to sources of information and advice.
11. To respond appropriately to the needs of new students.
12. To encourage students to engage in local community activities.
13. To signpost students to locations and services.
14. To act as an ambassador for Bucks New Uni and Bucks Students' Union.
15. To provide a reassuring presence for students and their parents.
16. To create an environment of inclusiveness e.g. for non-traditional entrants.
17. To be respectful of diversity and target information and activities accordingly.
18. To promote equal opportunities.
19. Any other duties as required.

## **Standards required**

1. The post holder will need to act in a polite, friendly and helpful manner.
2. The post holder will present themselves for work on their designated shift clean and tidy, wearing the stipulated uniform which will be clean and ironed.
3. The post holder will display the highest standards of integrity and honesty at all times.
4. The post holder will observe high standards of punctuality.
5. The post holder will not consume alcohol or intoxicating substances whilst on duty, or arrive on duty under the influence of either.
6. The post holder will be aware and respectful of equal opportunities and sensitive to diversity.
7. The post holder will not smoke on duty whilst wearing uniform.

## Person Specification

E is essential, D is Desirable

### Education Qualifications and Training

Studying an FE or HE qualification E

### Knowledge

General knowledge of student life at Bucks E

Detailed knowledge of the campus and local area E

Awareness of University and Students' Union departments to enable to refer applicants and students to as necessary D

### Experience

Experience of being a student at Bucks E

Has engaged with the Students' Union in some way, for example, as course rep, member of union staff, member of sports team or society, Volunteered, or as a customer of our catering/bar outlets D

### Skills

Effective communication skills, both with individuals and groups E

You can demonstrate these to us by...

*Listening actively*

*Explaining why as well as what*

*Being aware of what others are saying and doing*

*Being willing to approach a wide variety of people*

*Being calming, non judgemental and diplomatic*

*Asking not telling*

Good problem solving skills

You can demonstrate these to us by...

*Seeking others views on solutions*

*Using all available resources*

*Looking at alternatives*

*Being comfortable with lots of information*

*Generating new / creative ideas*

*Being able to use your own initiative*

Ability to work as part of a team E

You can demonstrate these to us by...

*Being approachable*

*Recognising when others need help*

*Building morale*

*Actively speaking to all in the group*

Personal effectiveness E

You can demonstrate these to us by...

*Being enthusiastic*

*Going the extra mile*

*Able to take on board constructive comments*

*Having a positive outlook*

*Being friendly  
Making people feel at ease*

**Special Requirements**

Empathy for students	E
Sensitive to the needs of new students	E
Sensitive to the requirements that particular groups of students may have (e.g. mature, student parents, part time, different faiths etc)	E
Flexible in approach to work and have an understanding of the nature of the job	E
Ability to work in a democratic student environment and adopt the values of Bucks Students' Union	E
Friendly, confident and outgoing	E
Smart and presentable	E
Honest and of high integrity	E