

JOB DESCRIPTION AND PERSON SPECIFICATION: ENGAGEMENT ASSISTANT



Job description

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| Role: | Engagement Assistant (Placement) |
| Grade: | Point 2: £24,633 (£20,527 pro rata for 10 months) |
| Full/Part time: | Full time |
| Contract term: | 10 months (3rd August 2026 to 7th June 2026 - 44 weeks) |
| Responsible to: | Education Development & Communities Manager |
| Responsible for: | Course Reps, Union Volunteers |
| Hours: | Standard hours are 37 hrs per week—these can be worked flexibly, and we are happy to discuss alternative working patterns. |
| Location: | The Union, Manchester |
| Eligibility: | Open to applicants with relevant skills and experience who are eligible to work in the UK. Must be a Manchester Met student applying for a placement year. |
| Benefits: | We offer staff many benefits, including: <ul style="list-style-type: none">+ 22 days annual leave plus at least six discretionary days (four at Christmas and two at Easter) and bank holidays+ Employer pension contribution matched up to 4%+ We support a hybrid working in line with business needs+ Supportive, needs-based compassionate and other leave+ Supportive maternity, parental, adoption and partners' leave+ Cover the cost of your eye test plus £100 towards new glasses+ An employee assistance programme to support your wellbeing+ Plenty of opportunities for learning and development+ Access to student discounts online and in the city |

Purpose of the role

To deliver targeted faculty plans that drive engagement with Union activity in building academic communities to support belonging and co-creation of experiences, through representation and co-curricular activity.

Principal duties

Role specific:

- + Support the Education Development & Communities Manager with the recruitment of Course Reps, and monitor the numbers of registered and trained Course Reps in faculties
- + Assist with the delivery of Course Rep training.
- + Act as a first point of contact for Course Reps, and provide support and guidance to Course Reps throughout the role
- + Support the piloting of an online student feedback and representation platform.
- + Work with the Education Development & Communities Manager and Education Officer to build academic communities that work in partnership with the faculty to co-create the on-course experience.
- + Produce regular briefings and reports on activity in your faculty, including outcomes of Course Rep and academic community activity.
- + Attend relevant faculty committee meetings, and other meetings with University and Union staff where appropriate
- + Create and maintain networks with key members of faculty staff

Organisational stewardship and leadership:

- + Participate in team planning days
- + Assist in key students' union events, projects and activities throughout the year including Welcome week, elections and supporting the officers in delivering their plans
- + Raising purchase and sales orders as instructed by budget holders, ensuring all financial paperwork is passed to the finance team and role is performed in line with union finance regulations.
- + Perform duties in line with The Union's policy and procedure framework
- + Contribute to maintaining communal areas and team stores

The duties described above are not an exhaustive list but are intended as being illustrative of the level and type of work required. The Job Description may be subject to amendment from time to time after discussion with the post holder. This job description does not constitute part of the contract of employment.

Person specification

| Criteria | Essential / Desirable |
|---|-----------------------|
| Qualifications | |
| We accept candidates from any educational background | Essential |
| A current undergraduate student, undertaking a placement year at Manchester Met | Essential |
| Experience | |
| An appreciation of the importance of student academic representation | Essential |
| Real life understanding of the challenges facing students at Manchester Met | Essential |
| Ability to work under pressure, balance multiple tasks and priorities simultaneously, and meet tight deadlines. | Essential |
| Experience of course representation, club or society committee membership or RISE activity | Desirable |
| Experience recruiting, training and supervising staff. | Desirable |
| Knowledge and skills | |
| Excellent verbal and written communication skills | Essential |
| An appreciation of the importance of student academic representation | Essential |
| Excellent organisation and planning skill | Essential |
| Ability to empower, motivate and facilitate others | Essential |
| Good numerical and analytical skills | Essential |
| Personal attributes | |
| Proactive and self-motivated with the ability to work independently and take initiative. | Essential |
| Values and ethics | |
| Understanding of and commitment to the principles of equity, inclusion and diversity, and The Union's values The Union's values . | Essential |