



**Southampton University
Students' Union**

University of Southampton Students' Union
University Road
Highfield
Southampton
SO17 1BJ

Tel: 023 8059 5200

JMT/Q

1 June 2006

Dear Applicant

Assistant Events Manager

Thank you for your enquiry regarding the above post. The following items enclosed should help you to decide whether to apply and also act as a source of reference to the person eventually appointed.

- Further particulars of the post
- Information about the Students' Union
- Application form
- Equal Opportunities Monitoring form
- Equal Opportunities Statement

The information contained within covers much of the requirements of the post but in an organisation as diverse as the Students' Union a wide variety of duties need to be performed so there may necessarily be some omissions. It is hoped, however, that the information provided will have the effect of encouraging applications.

The Students' Union is a friendly and rewarding place in which to work with many members of staff having completed ten and even twenty years of continuing service.

The closing date for applications is Tuesday 13th June 2006 and we intend to hold interviews before the end of term. I look forward to receiving your application should you decide to apply.

Yours faithfully

Joanna Thurlow

Joanna Thurlow
Personnel Manager

UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION
Assistant Events Manager

The main purpose of the Assistant Events Manager is to assist in the management of the Events Department (and all encompassing responsibilities) with particular responsibility for the purchase, maintenance, servicing and hire of stage, lighting and sound equipment. Events take place at all Southampton University Students' Union ('the Union') sites and he/she will give appropriate attention to each site, concentrating efforts on a particular site should this be necessary.

The principal duties of the post are listed below, however it should be noted that this is considered to be an evolving role and it is not expected that the successful candidate will be able to fulfil all the duties of the post immediately. They should, however, be prepared to undertake any training, (be it in management or technical skills), that the Union requests that ultimately will enable them to perform all the duties of the post. As an indication the current post-holder spends approximately 60% of his time on technical matters, 20% on crew administration/training and 20% on management (ie. running events, deputising for the Events Manager). It is believed, however, that the technical side of the role will continue to diminish.

Main Duties of the Post

1. **Health and Safety – to ensure the following standards are achieved and maintained:**

- 1.1 All events electrical equipment is correctly wired and is safe.
- 1.2 All events equipment is fully operational or is clearly marked that it is not safe to be used. In the case of unsafe equipment repair times should be kept to an absolute minimum.
- 1.3 To conduct PAT testing in line with HSE regulations and to keep a record of activity.
- 1.4 All lighting and sound rigging are carried out in a safe manner and in line with HSE recommendations.
- 1.5 The manual handling of heavy loads by the events department is carried out in a safe and proper manner.
- 1.6 To instruct and advise the Events Crew on correct procedures both in terms of safety and correct conduct when working events.

All the above should be carried out in accordance with appropriate HSE regulations.

2. **Training**

- 2.1 To train crew with respect to HSE regulations and in accordance with the above standards.
- 2.2 To keep a written record of training procedures and a written record of training attended by crew.
- 2.3 To assist the Events Manager in training students in the non-technical side and the general running of the Events Department.

3. **Administration**

- 3.1 To be responsible for stocks of disposables/sundries such as gaffer tape, bulbs etc.

- 3.2 To assist with the preparation of functions within the realm of the Events Department.
- 3.3 Attend in an advisory capacity the relevant Union committees e.g. Union Management Board, Events. Forum when required.
- 3.4 Ensure that records are maintained of induction and subsequent training (with particular reference to issues relating to health and safety) given to members of the crew.
- 3.5 To assist with the administration of the Box Office system.

4. **Hires**

- 4.1 To conduct an on-going review of the hires system.
- 4.2 To ensure a record is kept of all equipment hired and returned/damaged.
- 4.3 To ensure that all working areas are kept in good order and ensure that crew members are aware where all equipment is stored.
- 4.4 Ensure all hires are prepared in advance and a receipt is received before any equipment is released.
- 4.5 To instruct the Accounts Department on any hire invoices and receipts as within the purview of the post.
- 4.6 To liaise with JCR's, Clubs & Societies over the hire of equipment, and to prepare a diary of hires.

5. **Technical Equipment**

- 5.1 Comprehensive involvement with technical equipment including the purchase, maintenance and servicing of all equipment.
- 5.2 Advise upon appropriate equipment for use at different events.
- 5.3 Liaison with external bodies for preparation and installation of requirements for gigs and events as specified in the event riders.

Other Duties

1. To deputise when the Events Manager is absent from the office.
2. To night-manage when the Events Manager is not available.
3. To play an intrinsic role in the organisation and running of special events such as Freshers' Week, the Graduation Ball etc.
4. To organise crew rotas and assist in the recruitment and training of new members of crew.
5. To ensure that seating in the cinema is moved safely by trained crew and at the appropriate time.

6. Organisation of Clubs & Societies events in the Bridge and Stags Head.
7. Any other duties falling within the purview of the job.

Person Specification

The successful applicant will have **at least two years proven experience in provision of technical support for a reputable organisation in the entertainments industry** and ideally the aptitudes listed below.

1. Skills, Abilities and Knowledge

- 1.1 Experience of technical work with PA and/or lighting equipment and/or a craft qualification as an electrician with the ability to solve problems of a technical and organisational nature on own initiative.
- 1.2 Awareness of appropriate technical and health and safety regulations and experience in ensuring these are implemented, ideally with previous involvement in the completion of risk assessments.
- 1.3 Experience in one-to-one training and the ability to motivate and manage a team of voluntary staff.
- 1.3 An empathy with students and an ability to work in a democratic environment with both elected officers and other staff and foster a happy and 'fun' working environment conducive to encouraging further volunteers.
- 1.4 Experience in function management.
- 1.5 Computer literacy ideally with a working knowledge of desktop publishing, the WWW and e mail.
- 1.6 Experience in keeping financial and administrative records.
- 1.7 Prepared to work late nights with irregular, unsocial hours at sites located up to fifteen miles apart. In this context, a valid, clean full driving licence would be highly desirable.
- 1.8 Capable of carrying out heavy work as required.

2. Disposition

- 2.1 A dynamic and self-motivated individual with excellent inter-personal skills and the ability to deal with 'difficult' situations.
- 2.2 Able to function effectively and calmly and maintain enthusiasm while working long hours and under intense pressure.
- 2.3 Well-organised with an ability to prioritise workload.

Conditions which Govern the Appointment

- 1) The salary will be negotiable within the range £15,508 - £18,517 dependent upon qualifications and experience. It is anticipated that the successful applicant will be employed at the lower end of the scale. Salary is subject to an annual cost of living award effective on 1 August and incremental rises on 1 August (after a minimum of six months service). Salary is paid monthly in arrears on the last Friday of each calendar month by BACS transfer to a named bank account.
- 2) Annual leave entitlement is twenty days to be taken during vacations. This will rise to 21, 22, 23 and 24 days after one, two, three and four years' completed service. In addition, there is a number of public and 'other' University days when the Union is closed. Annual leave is subject to agreement with the Events Manager.
- 3) The person appointed will be eligible to join the University's Superannuation Scheme (PASNAS) to which staff currently contribute 5% of pensionable salary. The Union currently contributes 12.8%. The person appointed may elect **not** to join the scheme if he/she so wishes. He/she will also be eligible to join the Southampton University Staff Club.
- 4) The appointment will be full-time. The hours of work will be those necessary to carry out the duties of the post and no overtime payments will be made. These hours will be long during term time and a flexible attitude will be necessary. However, compensation can be gained during vacations when few events are scheduled. It is not intended that the Asst. Events Manager should work seven days a week (although evening/night and weekend work is expected during term time).
- 5) There will be a probationary period of three months and the Asst. Events Manager will report to, and be responsible to, the Events Manager. He/she will work for and on behalf of the student members.
- 6) The person appointed will be required to live in or near Southampton.
- 7) The person appointed may join any trades union of his/her choice noting that UNISON represents staff employed on clerical and related conditions of service.
- 8) The person appointed will be subject to the sick leave regulations applicable to members of the non-academic staff. There will no entitlement to sick pay (other than Statutory Sick Pay where this applies) during the first three months following appointment.
- 9) The person appointed will be subject to relevant Statutes, Ordinances, Regulations and Standing Orders of Council of the University for the time being in force and to the Constitution, Laws and By-Laws of the Students' Union for the time being in force.
- 10) The appointment will terminate on the 30th September immediately following the post holder's sixty-fifth birthday. In other circumstances the appointment may be terminated by giving four weeks' notice in writing after the initial eight weeks' service.

Confidential

UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

Application for post of:

This form should be completed in **black ink**. Use additional sheets if necessary.

1. Personal Details

Surname: Mr./Mrs./Miss/Ms: _____

First Names: _____

Address: _____

Date of birth: _____

Telephone numbers - day: _____ evening: _____

2. Education/Training - start with most recent

Secondary School/ College/University	From	To	Qualifications gained and grades

3. Present and Previous Employment - start with most recent employment

Employer	Job title and brief description of duties/responsibilities	From	To

4. Information in support of your application (Continue on a separate sheet if necessary)

Please describe your reasons for applying for this post and explain how your experience, skills and training (including voluntary experience) are relevant to the post in question. Please provide any additional information that you feel is relevant to your application.

5. Outside interests, hobbies etc.

6. Health

Do you have any ongoing illness or medical condition which may affect the performance of your duties in the post. If so, please give details below:

7. **Referees** (who must not be relations and one of whom should be your present/last employer).

Name:	Name:
Position held:	Position held:
Organisation:	Organisation:
Address:	Address:
.....
.....
.....
Tel. no.	Tel. no.

References will only be taken up for applicants selected for interview. May we contact your present employer at that time? YES/NO

8. **When would you be unavailable for interview?**

9. **If appointed, how soon would you be able to commence?**

I declare that the information given in this application is accurate and complete to the best of my knowledge.

I agree that the information given on this form may be used for registered purposes under the Data Protection Act 1998.

Signature _____ **Date**

Unless otherwise specified your application form should be returned to:

Mrs J Thurlow,
Personnel Manager,
University of Southampton Students' Union,
Highfield,
Southampton,
SO17 1BJ



Equal Opportunities Staffing Policy

Position applied for:

To monitor the Union's policy it is necessary to collect information from applicants and existing employees on the key characteristics which relate to equal opportunities in employment. The information collected will form a confidential record. It will be used only to monitor the operation of the Equal Opportunities Staffing Policy which aims to ensure that no direct or indirect discrimination occurs on the grounds of sex, colour, race or disability.

Please tick as appropriate:

1. I am: female male

2. **Ethnic Origin** (Please read the list below and tick the appropriate box that you feel most nearly describes your ethnic origin).

I am Asian:	}	<input type="checkbox"/> Bangladeshi
		<input type="checkbox"/> Chinese
		<input type="checkbox"/> Indian
		<input type="checkbox"/> Pakistan
		<input type="checkbox"/> Other Asian (Please state)

I am Black:	}	<input type="checkbox"/> African
		<input type="checkbox"/> Caribbean
		<input type="checkbox"/> Other

I am White

Any other ethnic group (Please state).....

3. I have a disability Yes No (If 'Yes', please describe briefly)
.....
.....

I am registered disabled Yes No

4. Where did you learn about this vacancy?

Thank you for providing this information, which on receipt will be detached from your application and will be used only to monitor the operation of the Union's Equal Opportunities Policy in respect of sex, colour, race or disability.



Southampton University
Students' Union

Equal Opportunities Staffing Statement

“The University of Southampton Students’ Union confirms its commitment to a comprehensive policy of equal opportunities in employment in which individuals are selected and treated on the basis of their relevant merits and abilities. The aim of the policy is to ensure that no job applicant or employee should receive less favourable treatment on any grounds which are not relevant to good employment practice. The Union is committed to a programme of action to make the policy as fully effective as possible. Members of staff will be expected to work within the spirit and letter of the Union’s Equal Opportunities Staffing Policy”.

Southampton University Students' Union

University of Southampton

Founded in 1862, the University has its roots in the Hartley Institute, an education institution set up by a local philanthropist. The University of Southampton was granted its Royal Charter in 1952 and in 2002 celebrated its Golden Jubilee. Today, some 20,000 students study at the University, 17,000 undergraduates and 3,000 postgraduates. Nearly 2,000 students come from outside the UK, representing more than one hundred different countries.

The University's main Highfield campus is situated about two miles from Southampton city centre and is a compact mix of older and more modern style buildings, grouped around an attractively landscaped valley. The main library, Students' Union buildings, sports facilities, shops and banks, a theatre and concert hall, are all situated on the Highfield campus. The nearby Avenue Campus houses the Arts Faculty, while the School of Ocean and Earth Science is based at the Southampton Oceanography Centre. Art and Design are taught in Winchester and the Winchester School of Art. University of Southampton New College, at a campus located close to the city centre, is dedicated to teaching and learning through programmes and modes of study appropriate to the needs of students with diverse cultural and social backgrounds.

Students' Union

Structure

All students of the University of Southampton are members of the Students' Union, entitled to use its facilities and to become involved in its governance. The Students' Union is a student led organisation, directed by elected student officers with support from permanent staff. Five full-time elected officers make up the sabbatical team, who hold office for a year at a time. Other elected positions are part-time and students undertake these roles in addition to their studies.

Permanent staff are responsible for the day to day management and activities of the Students' Union. There are around 150 members of staff in total, with 6 senior managers and 12 heads of department running a wide range of commercial and non-commercial areas (see attached chart for details).

While part of the University, the Students' Union is an autonomous organisation, with its own constitution, governance, finances and staff structures. The objectives of the Students' Union are to:

- Promote the general interests of students
- Provide and further welfare, social, cultural, recreational and athletic facilities for students
- Foster amicable relations with the University and externally
- Provide a channel of communication between students and the rest of the University

Services

The Students' Union provides a range of services to its members. The **Commercial Services** are:

- **Nightclub and bars**
A new nightclub venue and bars were completed in November 2002
- **Cinema**
Union Films has been voted best student film society for several years
- **SUSU Café**
Also redeveloped as part of the Union building refurbishment
- **Shop**
Stationery, groceries, toiletries, cards, magazines and much more
- **Travel Centre**
The best prices available for national and international travel

The Union underwent a massive refurbishment, completed in November 2002, which greatly enhanced the entertainment venues and catering services and the student experience.

The non-commercial activities are known as **Membership Services** and consist of:

- **Student Activities**
Athletic Union: around 100 competitive and recreational sports clubs
Clubs and Societies: around 100 social, cultural, political, performing, religious and departmental societies
- **Student Advice and Information Centre**
Confidential advice and information on money, housing, immigration, legal and academic issues
- **Student Community Action**
200+ students volunteering in the community, supporting health, social, educational and environmental projects
- **Student Media**
Student run newspaper, radio station, web site and films unit.
- **Rag**
Raising money for local and national charities
- **Nightline**
Telephone and drop-in peer support service
- **Equal Opportunities**
Representing the interests of all students in the University and externally

The Membership Services Department is also responsible for supporting student course representatives and providing training for student officers and volunteers.

All of these activities are supported by the financial, administrative, building and marketing departments of the Students' Union.

April 2003

