



UNION OF KINGSTON STUDENTS

JOB DESCRIPTION

Student Volunteering Assistant (£10.20 per hour)

MAIN PURPOSE OF JOB

To help support the development of strategies to engage students with the Volunteering service across all campuses, helping to inform the Union's engagement and campaigns work.

WORK LOCATION

Penrhyn Road campus in Kingston-upon-Thames, with attendance at all campuses around Kingston.

HOURS OF WORK

4-10 hours per week. This may include occasional anti-social hours such as evenings and weekends.

REPORTS TO

Volunteering Development Coordinator

QUALIFICATIONS

You will be a current Kingston University Student (including Postgraduate)

MAIN DUTIES AND RESPONSIBILITIES

- Work collaboratively with Union staff to grow and raise awareness of the Union's volunteering services
- Engage students and promote volunteering about the services we provide
- Working with the Volunteering team, to plan and assist at events and activities across campuses e.g. Drop ins, Volunteering Campaigns, Volunteering weeks and projects
- Support the Volunteering Team by answering general queries and completing Administrative tasks
- Write articles of interest to go on the website and social media outlets

This job description and person specification is a statement of requirements at the time of writing and is not contractual. It should not be seen as precluding future changes after appointment to this role.



- Be a point of contact for new arrivals and provide information about volunteering opportunities and help match students/staff to suitable volunteering roles based on upon their interests
- Support the preparation and collection of feedback/ and data to demonstrate trends in volunteering services which may guide or support the Union's representation and campaigning functions

Teamwork

- Work collaboratively and effectively with colleagues and officers across the Union
- Attend meetings and training

Communication

- Act confidently and in a friendly manner when talking to individuals and groups
- Be confident to approach new individuals during the course of tasks
- Communicate a good knowledge of the Union and our services
- Generate appropriate promotional material and publicity for Union volunteering services in line with the Union marketing strategy and brand guidelines
- Liaise with students, university staff and external bodies to enhance the reputation of the Union volunteering services

Values and attitudes

- Strong interest in the Volunteering sector
- A strong team player
- High level of self-motivation and pro-activity
- The ability to work confidentially and to remain professional, positive and calm under pressure
- The ability to engage with a diverse range of students
- Use initiative/problem solver
- Able to work without close supervision
- Flexible and approachable disposition
- Think creatively and be able to confidently input ideas and be able to remain professional, positive and calm under pressure

Skills

- Excellent organisational skills
- You will also have some understanding of Marketing (Copywriting and design)
- Excellent Microsoft Office skills and computer literate
- Excellent customer service skills

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Personal Attributes

- Commitment to work flexible hours
- Adaptable and available for work, especially during peak periods and must be able to work on and travel to all campuses if required.
- Student focus: keeps the needs of students at the heart of activities
- Commitment to working in a democratic environment

Training

The Union will provide necessary training. However the post holder is required to attend such training when invited.

If you are interested in applying for this position please submit your application form to; S.Barlow@kingston.ac.uk with the job title in the subject line.