



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Student Community & Representation Assistant: Theatre, Film and Television Studies (TFTS)
<b>RESPONSIBLE TO:</b>	Head of Student Voice
<b>SALARY:</b>	Student Staff Real Living Wage £12.60 per hour
<b>HOURS:</b>	8 hours per week
<b>DATE OF WRITING:</b>	August 2025

### **PURPOSE OF ROLE:**

To build the student community within TFTS and work with Undeb Aberystwyth department to utilise this community to innovate and improve academic representation.

### **DUTIES AND RESPONSIBILITIES:**

- Support the coordination and delivery of social and extracurricular events and activities for students within the TFTS department.
- Collaborate with the Students' Union, TFTS staff, and students to strengthen and develop academic representation systems within the department.
- Contribute to fostering a strong sense of community and belonging among TFTS students.

### **OTHER DUTIES:**

- To positively promote and uphold the values and policies of Undeb Aberystwyth.
- To be an advocate for Undeb Aberystwyth and our work, locally, regionally and nationally as opportunities arise.

- To work within the terms of the governing documents of the Union, principally the Constitution.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To demonstrate Students' Union behaviours & standards in daily working life

### **CHANGES TO JOB DESCRIPTION:**

This job description may be subject to modification or amendment at any time following consultation with the post holder.

*This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.*

**PERSON SPECIFICATION: STUDENT COMMUNITY & REPRESENTATION  
ASSISTANT: THEATRE, FILM & TELEVISION STUDIES**

Criteria	Requirement	Application	Interview
<b>Qualifications</b>			
Must be a current Aberystwyth University Student studying within TFTS for the 2025-26 Academic Year	Essential	✓	
<b>Experience/knowledge</b>			
An interest in or experience of Student Voice and/or Community Building and an enthusiasm for achieving meaningful change that positively impacts the lives of others	Essential	✓	✓
Understanding of current issues and themes in Higher Education and/or Students' Unions	Desirable	✓	✓
<b>Attributes/Skills</b>			
Able to create and maintain strong working relationships with a diverse range of individuals.	Essential	✓	✓
To be able to lead individuals to take action (e.g. organise an event)	Essential		
A high standard of organisational and administrative skills with the ability to work on your own initiative, without direct supervision.	Essential	✓	✓
Competent in the use of digital platforms and software including Microsoft Teams, Microsoft Office, and social media.	Essential	✓	✓
Ability to promote a positive image of Undeb Aberystwyth	Essential	✓	✓
The ability to work effectively in a team and own initiative	Essential	✓	✓
Self-motivated with a 'can do' attitude	Essential	✓	✓
Friendly and approachable manner	Essential		✓
Calm disposition especially under pressure and able to overcome challenges or problems in a constructive manner	Essential		✓
Understanding and commitment to promoting equality and diversity and inclusive practices	Essential	✓	
Commitment to upholding the Students' Union values	Essential	✓	
Excellent communication skills	Essential	✓	✓
Ability to communicate fluently through the medium of Welsh	Desirable	✓	