

2025 RECRUITMENT PACK

Membership Services

Student Engagement Manager -
Activities & Events





CONTENTS

We've pulled together this recruitment pack to give you everything you need to know about the job, Ormskirk and Edge Hill Students' Union.

3. About EHSU

4. Who we are

5. What we do

6. Staff Benefits

7. How we're structured

8. About the role

9. How to Apply

10. Inclusion



ABOUT EHSU

Edge Hill Students' Union works with students to make their University experience all they want it to be.

Whatever a students' needs, situation or background; we empower them through partnership.

We deliver events, empower societies, and support individuals with whatever they need to have a great experience whilst fulfilling their ambitions.

We bring creativity, innovation and freedom to the student community, and work with Edge Hill to bring about our shared goal of enabling every student to be the best version of themselves.

We're inclusive & accessible

We're fired up to make change happen

We empower individuals

We make EHU better for everyone

We have the creativity, freedom and drive to drive change



WHO WE ARE

We are a diverse team of staff and students, working together to create positive change for the student community at EHU. Our team includes both full-time and part-time staff, as well as student representatives who bring their lived experiences to the table.

At the heart of our work are our elected officers, who represent students from the University's three Faculties:

- **The Faculty of Health, Social Care & Medicine**
- **The Faculty of Arts & Sciences**
- **The Faculty of Education**

Together, we collaborate to ensure that students' voices are heard, their needs are met, and their university experience is the best it can be.



WHAT WE DO

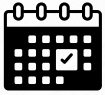
We are the recognised representative channel for students, and we work closely with our elected officers across the University's three Faculties to ensure student issues are represented and voiced.

We offer free, professional, advice, guidance and support to students covering areas such as academic issues, complaints, housing and disciplinarys.

We organise activities, societies, and social events both on and off campus, which is funded by money spent in our SU Building, on-site Subway and on clothes and merch.



OUR STAFF BENEFITS



Annual Leave: 25 days + bank holidays and extra days holiday at Christmas.



Workplace Pension: 3% Employee to 5% Employer contribution



Training & Development:
Access to training and development through annual PDR process



Wellbeing: Occupational Sick Pay & access to our BUPA private healthcare package and Employee Assistance Program



»» HOW WE'RE STRUCTURED »»

STUDENTS

BOARD OF TRUSTEES

ELECTED OFFICERS

CEO

**FINANCE &
PEOPLE**

**ADVICE &
GUIDANCE**

**MEMBERSHIP
SERVICES**

**MARKETING
& COMMS**

ABOUT THE ROLE



Job Title	Student Engagement Manager – Faculty of Arts & Sciences
Reporting to	Head of Membership Services
Salary	£30,406
Working hours	Full Time - 35 Hours Per Week

ABOUT YOU

You are an experienced and confident people manager with a proven ability to lead, motivate and develop teams. You thrive in dynamic environments and can turn strategic priorities into impactful, well-executed plans that drive meaningful engagement and growth.

You'll bring exceptional communication and interpersonal skills, using your ability to influence, negotiate, and build trust to develop strong partnerships with a wide range of stakeholders – from students and university staff to external organisations.

You're approachable, proactive, and passionate about creating inclusive opportunities that empower students to shape their own experiences and reach their potential.





ABOUT THE ROLE

ROLE DESCRIPTION

This role delivers on all aspects of object 4.3 of the Students' Union Constitution: "Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students."

The Student Engagement Manager – Activities & Events, is responsible for developing, leading, and evaluating the Union's extra-curricular activities offer, creating a rich, vibrant and participatory student experience outside the classroom. This includes student groups (e.g., societies, communities), events, BUCS competitive & recreational sport, and forums for student-led discussion and cultural expression.

You will ensure that the Union provides diverse and inclusive opportunities that support students' personal development, promote community, and foster wellbeing.



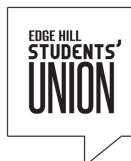
HOW TO APPLY

For more information regarding the role, please see the full Job Description & Person Specification [here](#) as well as a guide on how to strengthen your application for Edge Hill Students' Union.

To apply for this role, please click the 'Apply' button underneath the relevant job on our [website](#).

If you have any questions about the process or would like to speak to someone about the role itself, please reach out to our People Team on **SUPeople@edgehill.ac.uk**





OUR COMMITMENT TO INCLUSION

Our objective is to build an organisational culture that thrives on the contributions of our talented workforce, their innovative ideas, extensive knowledge, unwavering dedication and strong enthusiasm. We make efforts to attract talented individuals and make significant investments in every stage of their employment journey.

We actively celebrate difference, and respect everyone's individuality and identity. We welcome applications from candidates; irrespective of age, disability, gender, marriage or civil partnership, race, religion or belief, pregnancy and maternity, sex or sexual orientation.

Our commitment is to create an inclusive, equal, diverse and fair workforce, which we believe represents the people here at Edge Hill Students' Union.