



EDGE HILL
STUDENTS'
UNION

20 RECRUITMENT 26 PACK

**Subway & Retail Assistant
Manager**

ABOUT THE ROLE



Job Title	Subway & Retail Assistant Manager
Reporting to	Subway, Retail & Marketing Manager
Responsible for	Subway & Retail Team Members & Supervisors
Salary	£27,289.60
Working hours	40 hours per week - Permanent position

Edge Hill Students' Union operates a retail and catering offer, including a Subway franchise, clothing store, online shop, pop-up stalls, and promotional activations across campus.

The Assistant Manager will play a key role in delivering an exceptional customer experience across these operations, taking the lead on the day-to-day management of the Subway outlet while supporting the wider Retail Department. The role is responsible for ensuring Subway brand standards, food safety compliance, operational efficiency, and commercial performance are consistently achieved.

Alongside leading the Subway operation, the Assistant Manager will provide support across other retail activities, and contribute to the ongoing development of the Students' Union's commercial services.

Whilst the role includes responsibilities across the wider Retail Department, the majority of working time will be dedicated to the management, operation, and development of the Subway outlet.





ABOUT EHSU

Edge Hill Students' Union is a democratic membership organisation, as well as a charity. As an independent entity from Edge Hill University, we have our own vision, mission, and values that drive us to achieve success and deliver our objectives as set out in our Strategic Plan.

Our Vision: to ensure all Edge Hill students receive an accessible, inclusive and enjoyable University experience.



Our Mission : to ensure Edge Hill student voices are heard, valued and acted upon

OUR VALUES

- Advocacy
- Collaboration
- Transparency & Accountability
- Empowerment
- Innovation
- Equity



WHO WE ARE

We are a small, but passionate team of full-time staff members and students who work with our elected officers to bring about student driven change at EHU.

Our elected officers represent the students from the University's three Faculties:

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

WHERE WE ARE

The Edge Hill University campus is located just outside the historic market town of Ormskirk, in-between Liverpool and Manchester.

In summer 2024 we moved into our own brand new, 3-floor Students' Union building which consists of event spaces and a retail outlet.



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 at our SU Bar, on-site Subway and retail shop.



BENEFITS



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



Workplace Pension: 3% Employer to 5% Employee contribution



Training & Development: Access to training and development through our online training platforms



Wellbeing: Occupational Sick Pay & access to our BUPA private healthcare package



Perks: 20% discount at Subway & free food during your break, plus access to our employee perks system, giving you exclusive offers and discounts across retail, dining, travel, and lifestyle brands.



»» HOW WE'RE STRUCTURED »»

STUDENTS

BOARD OF TRUSTEES

ELECTED OFFICERS

CEO

**FINANCE
& HR**

**COMMERCIAL
SERVICES**

**MARKETING
& COMMS**

**MEMBERSHIP
SERVICES**

**ADVICE &
GUIDANCE**

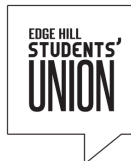
HOW TO APPLY

HOW TO APPLY...

To apply for this role, please visit My Subway Careers:

If you have any questions about the process or would like to speak to someone about the role itself, please reach out to: Taylor.Ashton-Rothwell@edgehill.ac.uk - Subway, Retail & Marketing Manager





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.