

Student Events Co-ordinator

Be part of a team, and earn some money using your skills and creativity

Develop and deliver events that benefit students and make a positive difference to the local and global community



Positions available: 1

Hours: Total 80 hours worked October 2018 – May 2019 (approx. 2-3 hours per week during term time. Pattern to be agreed)

Pay: £7.83 per hour – paid in 4 lump sums

Closing date: 9am Friday 28th September

Interviews: Monday 1st or Tuesday 2nd October

What is Live Smart?

Live Smart is UoG's new student-led engagement programme which aims to inspire and support students to live in smarter ways that have a positive impact on their wellbeing, finances, local community, and the sustainability of the wider planet.

The programme was developed and piloted by students in 2017/18 and is being rolled out for its first full year from September.

The key themes for 2018/19 are:

1. **Smart Travel** - Incentivising healthy lifestyles and meeting needs for more sustainable cross-campus travel
2. **Power of the Purse** - Saving money, reducing over-consumption and spending responsibly for positive impact
3. **Community** - Improving friendship and inclusiveness in halls communities and being good neighbours locally
4. **Wellbeing** - Supporting students to increase health and happiness whilst connecting to both society and the natural environment

Find out more on the Live Smart webpage: sustainability.glos.ac.uk/live-smart/

sustainability.glos.ac.uk



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Why would I want to be in the project team?

The project team consists of 5 students who will work together to develop and deliver Live Smart's core activities which include communications, events and competitive challenges.

You will get:

- Paid and flexible work experience directly linked to your skills and studies
- Tangible, individual, professional project outputs for your CV
- Opportunity to work with students outside your subject – make friends, build networks, and develop collaboration skills
- Contribution to your Gloucestershire Employability Award
- Mentoring and training in sustainability and how it links to your studies
- Experience of shaping and developing a real project with real benefits to your university community

What will I be doing?

Working with the other Events Co-ordinator, you will:

- Plan, deliver and evaluate at least 4 events for students, aligned to the Live Smart themes
- Promote Live Smart to students through Freshers' activities and other UoG events
- Work with others in the Live Smart team to develop and steer project ideas and communicate these to students

What are you looking for?

We are looking for:

- Confident and enthusiastic individuals committed to the aims of the Live Smart programme
- A basic understanding of what's involved in planning, delivering and evaluating an event.
- Team players, able to work effectively with other students and members of staff
- Initiative to be proactive in developing ideas and managing workload

Previous experience of running events is not necessary. We are looking for people with the right attitude and willingness to learn.

How do I find out more and apply?

Email me with the answers to these questions on max 1 side of A4:

- Why do you want to be an Events Co-ordinator in the Live Smart Team?
- What skills would you bring to the role of Events Co-ordinator?
- Your course and year of study

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