

Student Activities Administrator

Edinburgh Napier Students' Association (ENSA) exists to enable students to make the most of their university experience. We do this by representing, supporting and developing Edinburgh Napier students to be successful in their studies; to try out new things; to engage in, and contribute to, university life; to be healthy and happy; to bring about positive change; and to have fun.

We are looking for an organised and customer-focused Student Activities Administrator to work within our Student Engagement Team to support the smooth running of our sports clubs and societies.

Salary: £23,820 (ENSA Pay Point 7)

Contract: This is a full-time permanent post.

Hours: 35 hours per week (7 hours per day) worked Monday to Friday

Location: You will be based at ENSA's main office on the Merchiston Campus with regular travel to the Sighthill Campus and occasional travel to Craiglockhart. Some home working may be allowed with the permission of the line manager and as business needs allow.

Holiday entitlement: 38 days, including 10 days when ENSA offices are closed

Reports to: Head of Student Activities

Key Responsibilities:

- Arrange and amend bookings for indoor/outdoor venues and transport to ensure the smooth running of student-led clubs and societies; and keep up-to-date records of bookings (40%)
- Work with other Associations/Unions to fulfil and maintain the sports club fixture schedule (BUCS/SSS), ensuring all relevant information is submitted accurately and on time by sports clubs (25%)
- Respond to student and external stakeholder queries in a timely manner (15%)
- Maintain a system of recording equipment use (e.g. issued / returned) and carry out inventories (5%)
- Provide support to the Head of Student Activities, the Sabbatical Officers and the wider Student Engagement Team as necessary (15%)

The main role and responsibilities may change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

The post is available from early August.

Learn more about sports and societies at Edinburgh Napier University here:

<https://www.napierstudents.com/societies/>

<https://www.napierstudents.com/sports/>

Person Specification:

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> HND or equivalent relevant experience 	
Experience	<p><i>You will have:</i></p> <ul style="list-style-type: none"> Evidence of experience of administrative processes, such as arranging and amending travel and venue bookings, answering emails and phone calls, keeping up-to-date records, and preparing/storing information digitally Experience of college, university or community sport 	<ul style="list-style-type: none"> Experience of sports-related administration
Knowledge	<p><i>You will have:</i></p> <ul style="list-style-type: none"> A general understanding of the student experience in a university or college setting 	
Skills	<p><i>You will be able to:</i></p> <ul style="list-style-type: none"> Demonstrate strong IT skills, including using a range of Microsoft Office tools, including Excel and MS Teams Quickly learn and adapt to new IT systems and tools Work and communicate with a diverse range of people from different backgrounds Prioritise work and meet deadlines 	<ul style="list-style-type: none"> Use SharePoint or similar document storage/sharing tools Create digital forms
Attributes	<p><i>You will be:</i></p> <ul style="list-style-type: none"> Customer-focused A team-worker and reliable contributor Enthusiastic about learning new skills Flexible, adaptable and resilient Calm when faced with tight deadlines Committed to equality and diversity 	

Eligibility: You must have, *at the time of application*, the right to work in the UK on an *unrestricted* basis.

To apply: Fill in the [application form](#) and send it to HR@napierstudents.com. * You may also submit a CV; however, please note that CVs will not be accepted in lieu of an application form.

Closing date: **2 June 2024** by 11:59pm

Interviews: It is expected that interviews will be held at the Merchiston Campus on Tuesday, **11 June 2024**.

*If you have problems submitting your application to this email address, please contact the main ENSA email at ENSA@napier.ac.uk and you will be contacted. Please DO NOT send your application to the ENSA email account.