

JOB DESCRIPTION	
Job Title:	Student Opportunities Administrator (Maternity Cover)
Reports To:	Head of Student Opportunities
Department/Directorate:	Student Opportunities
Direct/Indirect Reports:	N/A
Salary Band:	B
Revisions Date:	October 2026
About Us	
Edinburgh University Students' Association is an award-winning organisation, which exists to provide diverse services, representation, and welfare support to the community of over 49,500 students at the University of Edinburgh. By providing opportunities, helping to create change and offering support, we're here to help students get the most out of their time in Edinburgh. We have five venues around the University of Edinburgh campus – Teviot, King's Buildings House, Potterrow, the Pleasance and Edinburgh College of Art's Wee Red Bar – which house our offices, cafés, bars, clubs, spaces for students to meet, study and socialise. These spaces transform into some of the most well-loved Edinburgh Festival Fringe venues throughout the month of August each year. We are a registered charity and all of the income we generate from our commercial activity goes back in to supporting our members. We're also an organisation with a strategic commitment to support and empower all our staff and have some exciting plans for the future. There's never been a better time to apply and join our organisation. We are an equal opportunities employer and we welcome applications from all suitably qualified persons. Edinburgh University Students' Association is committed to promoting equal opportunities in employment and encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.	
Our Purpose	
To enhance student life at the University of Edinburgh by providing representation, services, activities and support.	
Our Ambition	
By 2026, we will be a high performing students' union, valued by our members, delivering outstanding support and services for a vibrant, well-rounded time at University.	
Our Values	
Our Values make a fundamental difference in delivering our purpose by driving success and achieving the vision as a collective responsibility. They help to motivate, inspire dedication, and elevate a sense of pride in working for the Association. These values are at the heart of how we work, and determine the behaviours that we demonstrate in our daily activities: • Collaboration & Teamwork • Support & Inclusion • Recognition & Respect • Transparency & Trust • Growth & Development	

Strategic Purpose of the Role

The Student Opportunities Administrator sits at the centre of the busy Student Opportunities department, enabling the efficient and effective running of both our day-to-day activity and key projects, including support for over 400 student-led groups, as well as our community volunteering service and programme of Global activities.

The successful candidate will ensure that our administrative and financial processes are not just being delivered effectively, but constantly enhanced, to ensure the best possible experience for our student members and colleagues.

As part of a large but tight-knit team, the Administrator will also have opportunities to get involved in the work of the wider team, including communication with our members and key University stakeholders, the planning and execution of in-person and online events, and the delivery of training.

Main Duties and Responsibilities

- Deliver and enhance a range of administrative processes and systems, including managing day-to-day and annual activities, such as new student group and funding applications, and annual report submissions, in partnership with relevant colleagues.
- Deliver, manage, and enhance a range of online processes and systems, including the SUMS web platform, risk management submissions and other routine processes in partnership with relevant colleagues.
- Deliver and enhance a range of financial processes and systems, cash deposits, and invoices, in partnership with relevant colleagues.
- Provide a warm and professional service to student members, colleagues, and external contacts, ensuring that enquiries are responded to and actioned in a timely manner.
- Support delivery of events, including our workshop calendar for student leaders, the Activities Fair, and Student Awards, including coordination of booking rooms and catering, organising ticketing, and communicating with attendees, in partnership with relevant colleagues.
- Coordinate the Student Opportunities department's student-facing communications, including producing regular email newsletters, requiring the maintenance of accurate and up-to-date contact details for relevant student leaders and groups.
- Support the Volunteering Coordinator to ensure volunteering systems and processes are maintained in line with business needs.
- Process student achievements and recognition in an accurate and timely manner, including, but not limited to, the Students' Association Edinburgh Award, and HEAR recognition.
- Any other appropriate duties as reasonably required by your line manager, departmental manager or senior manager in delivering our strategic purpose and priorities.

Key Relationships

As well as working alongside the Head of Student Opportunities, and colleagues in the Student Opportunities department, you'll also be working with:

- Student leaders across over 400 societies and groups, as well as the wider student body.
- Student Sabbatical Officers.
- Colleagues across the Membership Support and People Development directorate, as well as staff across the Students' Association.
- The Marketing and Communications, Finance Team, Business Development and Venue Operations teams.
- Relevant staff across the University.

PERSON SPECIFICATION		
Job Title:	Student Opportunities Administrator	
Person Summary		
We're looking for an experienced and confident administrator, to join our tight-knit team, committed to empowering students to make the most of their time at the University through extracurricular opportunities. If you can not only deliver key administrative and financial processes with speed and accuracy, but also continually enhance those processes for the benefit of our members, while responding with warmth and professionalism to a range of in-person and online enquiries, then this could be the role for you. You'll need to be unphased by a big spreadsheet or a busy inbox, and able to take the initiative when faced with tricky situations, but you'll always have the support of colleagues within the team and beyond.		
Knowledge & Skills (What they know and what they can do)	Essential	Desirable
Strong organisational and administrative skills	X	
The ability to effectively manage a busy workload with competing priorities and multiple stakeholders	X	
The ability to multi-task and retain and eye for detail	X	
Strong written and verbal communication skills, with the ability to adapt your communication style to a range of audiences	X	
A high level of attention to detail, both in written communication and data management	X	
The ability to work effectively as part of a team and independently	X	
Familiarity with Office365, particularly Outlook, MS Word, Excel and Teams	X	
Qualifications	Essential	Desirable
Relevant administrative training and/or qualifications		X
Experience (What they have done)	Essential	Desirable
At least one year of relevant professional experience	X	
Experience in a professional, administrative role, preferably supporting a medium-to-large sized team (c. 10 people or more)	X	
Experience delivering a high standard of customer service	X	
Experience developing processes, to maximise efficiency and enhance user experience	X	
Experience of using financial processing software		X
Experience of events management, including the planning and delivery of individual events and events programmes		X
Experience of working in a Higher Education setting, and/or experience of working within membership organisations, particularly students' unions, and alongside elected representatives		X
Experience of maintaining and developing large stakeholder networks		X
Experience dealing with sensitive information, including complaints		X



Attitudes (Ways of thinking and acting)	Essential	Desirable
A calm and pro-active approach to problem solving	X	
A willingness and desire to work with a multi-disciplinary environment	X	
A focus on delivering the best outcomes for students	X	
Tact, diplomacy and clear boundaries when handling confidential and/or sensitivity information	X	
A willingness to get involved in the wider activities of the Association	X	