

solent  
students'  
union

# SU Exchange Team Member

recruitment pack

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Dear Candidate,

We are currently going through an exciting period of change. We have a new Chief Executive and we are heading into a new strategic year, so there are plenty of opportunities to make your mark on the future of Solent Students' Union!

Working in a Students' Union is a unique experience - one where you will be able to help champion students to not only shape their own future, but also lead the way for new students for years to come.

And that's where you come in! By downloading this pack you've taken the first steps towards joining a passionate and exhilarating team devoted towards making change happen. We are looking for someone who has a genuine passion for empowering and engaging our students. You do not have to have a background in Students' Unions or education, but we'd love to find people who share a commitment to our values and behaviours and can communicate with and support our diverse communities.

We offer a flexible, supportive, and collaborative working environment and have a huge appetite for innovation and new ideas.

Our team is diverse in a wide variety of demographics; we know we can do better and are consistently trying to be more diverse and inclusive, but we never want anyone to miss out on the opportunity to apply for what could be their perfect job. We are aware that imposter syndrome is very real when applying for new jobs. It is a feeling that you may not be worthy of applying for a role, or that you don't think your achievements are as commendable. This then holds someone back from applying for a position - and we do not want this to be the case! You are more than welcome to reach out for an informal chat or to ask any questions by emailing Hannah at [hannah.piatkiewicz@solent.ac.uk](mailto:hannah.piatkiewicz@solent.ac.uk)

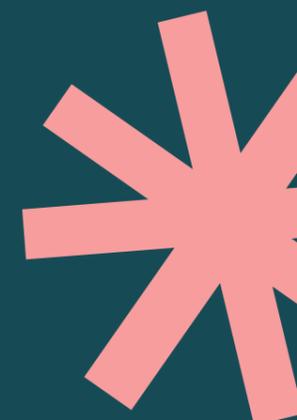
If this sounds good to you then please continue reading through this document. The rest of this application pack covers about Solent Students' Union and Solent University, our values, the job description, as well as details about how to apply.

We really hope you'll want to join us in shaping an excellent experience for all students at Solent University, so if you are interested in applying for the position - do it! We look forward to receiving your application!

Best wishes,

**Hannah Piatkewic**  
*Memberships Manager*

# About Solent Students' Union



Solent Students' Union is proud to say we are run by students, for students. We are here to help all Southampton Solent students have the best possible time while at university.

We are here to improve students' education, make campus life fun, look after their wellbeing, make them more employable for after university, and ultimately empower them to change the world around them.

Our students are at the heart of everything we do and our four Sabbatical Officers, who are elected annually, represent the voice for over 6500 students at Solent University. They are the face of the Union, with a reliable and innovative team working behind the scenes to support them during their time in office, as well as the wider SU.

Although we are a small team, don't let that fool you. The work we do is BIG - from hosting large scale events to working with leading organisations in the area to solve issues that impact our students. We are full of outstanding staff, volunteers, elected officers and trustees, who hold specialist skills and experiences that help our students to grow and flourish during their time with us.

We also offer a wide range of opportunities, services, and support to help students get the most out of their time at university, such as our in-house and invaluable Academic Advice service (which is completely free and independent from the University), events, volunteering, societies, the SU Exchange, course and department reps, vehicle hire and much more!

To be current and up-to-date, Solent SU needs to be constantly listening, learning, evolving and being accountable. Equality, diversity, and inclusivity, as well as sustainability, are extremely important to us and will be the driving force behind our strategic planning.

We are also a registered charity, which means that any money we generate from our SU shop, advertisements or events is reinvested straight back into our Students' Union to improve the student journey.



## *our values:*

### **STUDENT-POWERED**

We will be inspired by students in everything we do; they will be at the heart of our actions.

### **INCLUSIVE**

We will act so every student to feel valued, welcome, and able to fully participate.

### **PROGRESSIVE**

We will innovate and search for opportunities to take new approaches.

### **CONFIDENT**

We will be unafraid to do whatever is right for the benefit of our members.

### **EMPOWERING**

We will help students believe in themselves and their abilities to achieve their goals.



## About Solent University

Solent University is all about creating opportunities: for its students, for its staff, for its partners. It offers expertise and experiences you couldn't get anywhere else, opening doors and making introductions.

Offering a range of 139 different courses to almost 6500 students, including undergraduate, post-graduate and apprenticeships, there is something for everyone at Solent University.

As a modern and ambitious university, this is an amazing place to #MakeWaves for the future. The university is embracing new ideas, creating opportunities, and responding to market changes quicker than most.

More than anything else, they are staying focused on their key purpose – developing grounded and enterprising students who, whatever their background, leave the university with the skills and confidence employers are looking for.

While we work closely with departments from all across the university, we are a separate organisation. This is important for several reasons, but mainly it means that if students have an academic problem while studying, they can come and talk to us, the Students' Union. And they can do this in the confidence that we can take up the issue with the university and help to resolve it.

# job description

**THIS JOB IS ONLY OPEN TO CURRENT SOLENT UNIVERSITY STUDENTS**

We are seeking dedicated individuals to fill the role of Exchange Assistant.

Our food pantry is a vital resource for our community, providing groceries and essentials to those in need. As an assistant, you will play a crucial role both in serving customers and ensuring the efficient operation and organisation of the food bank.

*Working Hours: Up to 20 hours but usually 6-10 hours not including cover shifts.*

*Salary: Per hour pay - £12.21*

*Reporting to: Memberships Manager*

*Direct reports: None*

# main duties & responsibilities

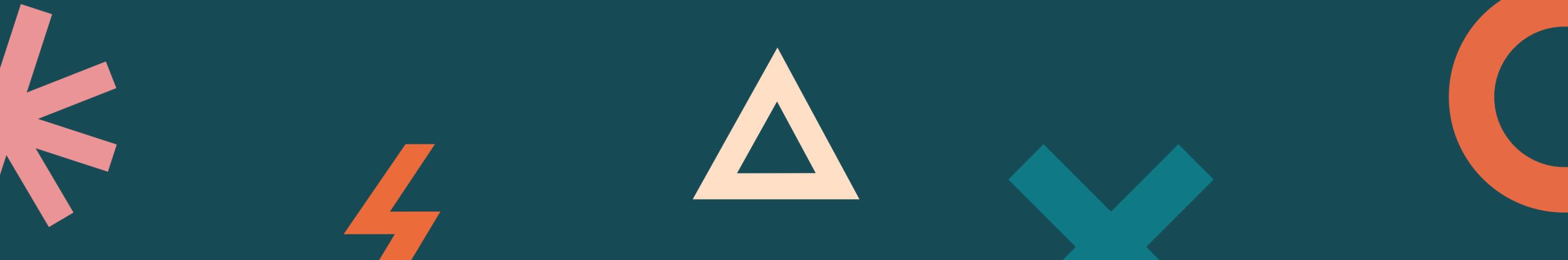
## Key Responsibilities

- Greet and serve food bank customers in a friendly and timely manner
- Assist with inventory management, including receiving and organising deliveries
- Maintain a clean and orderly Exchange environment that meets health and safety standards
- Support the SU Staff in administrative duties such as record-keeping and data entry for the Exchange
- Operate Exchange equipment in accordance with safety guidelines
- Collaborate with team members to carry out special projects and initiatives

# Qualifications

- Previous experience in customer service or food handling is highly desirable
- Exceptional organisational skills with a keen eye for detail
- Ability to multi-task and work efficiently in a fast-paced environment
- Great communication skills and a friendly, approachable demeanour
- Understanding of food safety protocols is advantageous

This role is an opportunity to make a meaningful impact in the lives of others and to contribute to the operation of a community-focused organisation. If you're passionate about helping those in need and looking for a role where you can grow and develop, we encourage you to apply.





# application info

**Applicants must be a current student at Southampton Solent University.**

To apply, please submit your CV and a cover letter outlining your relevant experience and why you are interested in joining our Exchange Team.

Ongoing applications will be considered until the positions are filled.

**Please email applications to [hannah.piatkiewicz@solent.ac.uk](mailto:hannah.piatkiewicz@solent.ac.uk) and include 200-500 words explaining your experience and why you are suitable for the role.**

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