



Glasgow University Students' Representative Council
Marketing and Events Intern
(Part time position - flexible hours)
Open to registered students of the University of Glasgow

Pay and Benefits :

A combination of £10 per hour (subject to maximum agreed hours). Plus commission based on advertising income generated above an agreed amount.

Place of work: McIntyre Building (home working may be permitted)

Hours of work: Will vary but likely average of 15 hrs per week

Period of Contract: Contract to 5th October 2018, in first instance.

Reporting to: SRC Permanent Secretary

Purpose of the role

To generate revenue through marketing of Freshers' week and other sponsorship/advertising opportunities (e.g Glasgow Guardian, Glasgow University Magazine) to external organisations.

To coordinate and organise the key SRC elements of Freshers Week; Freshers Fair, Postgraduate Welcome Fortnight and SRC daytime and evening events.

Key Responsibilities: Sponsorship and Event Organisation

Increase revenue generated external investment in advertising opportunities offered through Freshers' Week (e.g. Freshers' Fair Stalls)

Negotiate with external companies to maximise investment in commercial opportunities offered through SRC

Pitching to potential clients, either face to face or over the phone and by e-mail.

Planning and organisation of Freshers' Fair and SRC Events

Assist with the organisation of Gilchrist Postgraduate Clubs events, particularly those forming PG Welcome fortnight

Key Responsibilities: General

Work with the VP Student Activities in designing and delivering training for Freshers' Helpers

Liaise closely with SRC Administration/Finance team and comply with all organisational financial procedures.

Perform such other duties as may from time to time be required by the Permanent Secretary

Person Specification

It might be that we recruit more than one student to fill the role so if you meet most, rather than all, of the criteria below feel free to apply.

A good communicator and organiser.

Excellent marketing skills and experience of generating sponsorship income.

Understanding of components of large scale event organisation.

Administrative skills.

Enthusiastic and motivated

Able to work on own initiative.

Hours of work, payment and period of employment

Considerable flexibility is offered. This opportunity may combine well with other part time work you undertake although you must be available full time for the full period of Freshers' Week and the preceding week. There may also be more intense activity during the earlier period of this contract in June/July. Hours reduce considerably post September

Payment is shall be a combination of an hourly rate of £10 (subject to maximum agreed) plus commission based on advertising income generated above an agreed amount.

Please submit application form detailing relevant experience/interests and outlining why you are interested in this position to enquiries@src.gla.ac.uk
Closing date for applications: 5pm Tuesday May 8th 2018