



# Campus Events and Engagement Manager

Recruitment Pack

**SUBU**  
Students' Union  
Bournemouth University

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## Our Mission

**To make  
students  
happier**

## Our Vision

**Bournemouth  
University  
students  
to be the  
happiest in  
the country**



# Welcome

## Introduction from the CEO

Thank you for your interest in joining our team at The Students' Union at Bournemouth University (or SUBU for short). I am always excited to welcome new colleagues to our committed and talented team who work every day to create positive experiences for BU students.

SUBU is dedicated to enriching the lives of Bournemouth University students, whether that is through clubs and societies, putting on events in our venues or by supporting students with our Advice Service. We exist to further the interests of students at Bournemouth University, and everyone in our team contributes to that.

At SUBU, you'll find people who are passionate about their work, and believe in our values of Supportive, Progressive, Integrity, Collaborative, and Equity.

We want you to help us achieve our strategic goals. If you think you have the right skill set, a positive attitude and feel that you can be a great addition to our team, we would love to hear from you.

In return we'll give you a dynamic and fun working environment, where two days are rarely the same. You'll work in a friendly and ambitious team to create a real difference in the lives of our members.

At SUBU we want the right person for the role, so we recruit people, not CVs. If you are not sure if you have what is required in the person specification, but think you are a good fit for our organisation then we strongly encourage you to go for it!

I look forward to your application, and hope to see you soon.



**Andy Squire**  
**Chief Executive Officer**

# Why work for SUBU?

At SUBU our team have collaborated to create an environment that offers support and progression. We offer flexible working conditions in a can do and positive environment, prioritising a work life balance.

As well as supporting students and having a positive impact on their time at Bournemouth University, you will be able to enjoy all of the staff benefits below;

## Holiday entitlement



- 28 days for all full-time staff (pro rata for part time staff)
- Plus two week closure over Christmas and two additional days off around the August bank holiday weekend.
- Extra day off on your birthday

## Training and Development



- Personal development fund available.
- Work related professional development opportunities.

## Health & wellbeing



- 35 hour working week to support work life balance.
- Employee Assistance Programme.
- Discounted on site gym access + free annual wellbeing review (including exercise, nutrition and massage).
- Cash plan to recover glasses and contact lenses cost.
- Cycle to work scheme.

## Other



- Salary sacrifice pension.
- Healthcare plan with 24hr access to GP.
- Day off to volunteer at a registered charity.
- Sick pay benefits.
- Significant discounts on high-street brands.
- Enhanced maternity and paternity leave.
- Free venue entry to 'The Old Fire Station'.
- One-off gender expression fund.

# Our Values



## Supportive: We've got your back

- We stand with students through high and low - never alone, always supported.
- We show empathy and compassion.
- We understand and respond to what people need.



## Progressive: Pushing for better

- We're bold, innovative, and always push for change that makes student life better.
- We pursue growth and learning to stay ahead of the curve.
- We actively seek, use, and respond to feedback.



## Integrity: Doing what's right

- No shady stuff - we'll do what's right even when it's hard.
- We are authentic; our actions and words align.
- We are open and honest.
- We are accountable.



## Collaborative: Stronger together

- 16,000 voices, one community - we make things happen shoulder to shoulder.
- We work together and have fun together.



## Equity: Embracing individuality

- Everyone matters, everyone's included, everyone gets their shot.
- We listen, embrace differences and work for a level playing field.
- We are proactive and focus on the process - not just the end result.
- We advocate and lobby on behalf of those who need it.

# Our Enablers



## Governance:

- We are complex organisation: led by students, but also a registered charity and employer.
- Our governing documents need to be robust, but able to adapt to keep us effective, legal & responsible.
- We will ensure we do things in a transparent way so students know how they can affect change.



## Relationships:

- Building and maintaining strong relationships is vital to our continued success.
- Communication and staying true to our word makes us a trusted partner



## Relevance:

- It's in our name: we are a union of students, so all our members should feel the things we do are relevant to them.
- A deep understanding of our member's lives, excellent student leadership and clear communication about our work and successes will ensure we remain relevant to our members.



## Finance:

- For SUBU to continue to serve students, it is vital that we are financially responsible.
- We also seek to improve and diversify our income to invest more in our work for students.
- Our fundraising activities are targeted, profitable and efficient.



## People and Culture:

- SUBU benefits from the talented and driven people who work here, both permanent staff and students.
- We will attract and retain great people by offering a rewarding place of work with a supportive and collaborative culture.



## Brand Affinity:

- Delivering amazing support, activities and opportunities to students is not enough.
- We must create a relationship with every member that promotes a positive emotional connection with us through common beliefs and priorities.

# Our Strategic Goals

To reach our vision we will focus on four strategic goals.



## 1. Togetherness

Every student will have regular social contact and build meaningful connections at university.



## 2. Purpose

Every student will have the opportunity to explore their passion and purpose, building independence, employability, and confidence.



## 3. Wellbeing

All students will thrive at university, knowing how to access support and navigate challenges with resilience.



## 4. Identity

Students will feel they can be themselves at university and identify with SUBU as their students' union.

# BEST

STUDENTS' UNION



# SOUTH WEST



**WINNER**  
STUDENTS' UNION  
SOUTH WEST ENGLAND



**TOP 25**  
STUDENTS' UNION

**SUBU has been voted**

**BEST STUDENTS' UNION  
IN THE SOUTH WEST**

**UK TOP 25 STUDENTS' UNION**

**Two years in a row!**  
**2024 - 2025**

# What we want by 2028/2029

90%

of BU students who say they are generally happy at university

90%

of students rate SUBU and Student Life as 'Good' to 'Excellent' (WhatUni - UK Top 10)

80%

of students satisfied with SUBU's representation of their academic interests (NSS - UK Top 25)

90%

of students aware of, and engage with, what SUBU offers (services, spaces, events)

50%

of students mention SUBU as a decisive factor when choosing Bournemouth University

20%

of students who engage with SUBU are more likely to continue/complete their degree

95%

of courses and major demographic groups actively represented by Student Reps

25%

of student members vote in SUBU's Officer Elections

90%

of students are happier and more confident after using SUBU's services

# The Recruitment Process

We welcome all applications and encourage candidates to apply regardless as to whether they feel they meet all criteria set out in the person specification.

At SUBU we tackle imposter syndrome by focusing on what people can do and the value they could bring to our organisation.

## **Stage 1: Advertisement and application submission**

Here you will find the link to our online recruitment portal, where you can create a login and start your application. Your application form can be completed in stages, saving your progress as you complete the form, for you then to log in at a later date to continue.

## **Stage 2: Shortlisting**

Once you have completed, checked, and submitted your application, you will receive a confirmation email.

We will begin the shortlisting process shortly after the closing date. If you are chosen for interview, you will receive an email asking you to confirm your salary expectations. If this aligns with our policy, you will be invited to interview.

If you are unsuccessful at the shortlisting stage, you will be notified by email.

## **Stage 3: Interview**

You will be provided with the selection format and question themes in advance of your interview date and time, allowing you to prepare in a considered and structured way.

Our interview panel will consist of the hiring manager and usually two additional members of staff. The names of the panel members will be shared with you prior to the interview.

The interview will be friendly and supportive, and you will have the opportunity to ask questions.

## **Stage 4: Post-interview**

If you are successful following your interview, the hiring manager will work with you to agree on a start date and plan your induction. This will include support with any questions, system setup requirements, and any adjustments you may need to work effectively.

If you are unsuccessful, we will contact you by email and offer feedback, which can be provided either by email or via a phone call.

# What the team say

## **Tammy Bowie**

Student Opportunities Manager  
Joined SUBU in 2023

"I love working in an environment where no two days are the same. One day we could be delivering training for 100 people, and the next I may be supporting students one-to-one."



## **Justyna King**

Junior Advice Caseworker  
Joined SUBU in 2022

"The organisation is progressive, attentive, and allows you to be the best version of yourself."



## **Andy Elsey**

External Partnerships Manager  
Joined SUBU in 2014

"I really appreciate the flexibility of the role around family life, particularly being able to manage childcare and school commitments."



# Meet the hiring manager

## **Kerry Tattersall-Dean**

Head of Student Participation

Hey, I'm Kerry and I'm the hiring manager for this position. I'm the Head of Student Participation at SUBU, which means I work with some of the most student facing teams at SUBU, including Student Opportunities (clubs and societies, volunteering, communities) and Democracy and Campaigns (elections, student-led policy, activism). Our Events support will fit within that wider team but will also work across the organisation.

We are looking for a proactive and enthusiastic individual who is looking for a challenge. The role will combine strategic thinking with practical delivery, taking responsibility for pulling together a programme of campus events that students want to take part in. You'll be working within some existing policies but will have the scope to create new and better ways of working too.

I've worked at SUBU for a number of years and enjoy working for a charitable organisation whose purpose is to make students happy. I like food and dogs so if you like either of those then you'll fit right in! If you have any questions about the role, do get in touch.



For an informal chat about this role please email [kdean@bournemouth.ac.uk](mailto:kdean@bournemouth.ac.uk) to set up a call.

# About the role

## Campus Events and Engagement Manager

This position plays a pivotal role in fostering a vibrant campus, ensuring high quality events are delivered to students across both major campuses, Talbot and Lansdowne. The role works closely with internal departments, students, and stakeholders to produce a variety of events that enhance the University experience and maximise engagement opportunities. This is to ensure students at both campuses feel included in the University community and make the most of the support, events, and campaigns on offer to them, in line with the wider SUBU strategy for Bournemouth University students to be the happiest in the country.

Apply online via [subu.org.uk/Jobs](https://subu.org.uk/Jobs)

Job Title:	<b>Campus Events and Engagement Manager</b>
Hours:	<b>35 per week.</b> Monday - Friday, working approximately one Saturday a month* (with occasional evening work) *with Sunday and Monday as days off.
Salary starting from:	<b>£26,500</b> (Salary Band C1) In line with SUBU's pay framework, new employees are appointed at the lower end of the salary band.
Responsible to:	<b>Head of Student Participation</b>
Responsible for:	<b>N/A</b>
Place of work:	<b>The Student Centre, Talbot Campus</b>

### Purpose of role

The role combines critical thinking with hands-on delivery and is responsible for curating an annual cycle of events that create lots of engagement opportunities. As part of this the post holder will review and develop internal systems and processes used for planning events to ensure an effective and consistent approach across the organisation. Focusing on logistics and operations management, the role will lead on planning, delivering, and evaluation of key events in the organisation's annual cycle and provide support with other Department events throughout the year.

The regular calendar of events includes themed months, Freshers and Refreshers activity programme, celebrations and awards. Bournemouth University has a diverse population, and so our calendar of events also reflects this.

This role will coordinate events that recognise these communities including celebrating history months, liaising with relevant student groups to ensure events are reflective of the communities.

This role will also support the presence of SUBU at the University's Open Days, liaising with other departments who are collectively responsible for the open day events. Occurring on approximately 10 Saturdays throughout the year, this role will coordinate a team to focus on the delivery, together ensuring a high-quality engagement event for prospective and inbound students.

A combination of formal qualifications and practical experience are required as this role is pivotal to the coordination and success of events across the Organisation. Relevant experience is therefore essential.

### **Key Tasks**

- **Administration Duties:** email & diary management. Administration of projects, delegation of actions, logging outcomes.
- **Communication Duties:** attend meetings between students, SUBU staff, University staff, and external contacts and vendors. Update web and social media platforms with relevant events and initiatives.
- **Organisational Duties:** designing, organising, and delivering an engaging programme of events, scheduling, and leading meetings, and prompting stakeholders for input into various matters.
- **Event Management Duties:** maintaining attention to detail, ensuring every aspect is meticulously planned and executed. Create detailed event plans, including timelines, Gantt charts and layout schematics when needed. Oversee on-site event operations, troubleshooting and problem-solving when required.
- **Analytical and Data Duties:** analysing student feedback, surveys, creating reports, maintaining and managing various records and information systems. Conduct post-event evaluations to assess outcomes and gather feedback.
- **Project Duties:** leading, supporting or contributing to a variety of projects, activities or initiatives as directed by the Head of Student Participation and driven by the Full-Time Officers and the wider student body.
- **Financial Duties:** To ensure effective budget management for events and handle purchase orders and invoices.
- **Key Union and University Events Duties:** when asked, to assist with the organisation, administration, and delivery of the larger Union events such as Freshers Fair, Summer Ball, Elections, and to represent SUBU at BU events, such as open days and information fairs, as and when appropriate.
- **Networking Duties:** To work with BU staff in specialised areas including SportBU, BU Sustainability and BU Wellbeing and staff within the University. Thus, enabling students who are harder to reach, feel connected whilst having easily accessible pathways for participation and involvement.
- **Advice and Guidance Duties:** answering student enquiries and signposting to appropriate channels to support their needs, including student wellbeing, clubs and societies, academic projects and allied events and activities.

- Strategic Duties: to ensure that the varying demographics and perspectives of students across our partnership campuses are represented within SUBU's strategy and planning.
- Reviewing & Evaluation Duties: participating in SUBU planning and development sessions, planning events delivery against targets and Objectives and Key Results (OKRs) ensuring wider engagement of teams across SUBU and BU.

### **General for all staff**

- Key Union Events Duties: proactively to assist with the organisation and administration of the larger Union events such as Fresher's, Summer Ball And Elections.
- Adopt and endorse the organisation's Vision and Values and all SUBU's policies and procedures, across all aspects of the role.
- Participate in training, meetings or conferences considered relevant to their job with agreed Personal Development plan
- Adhere to all relevant legislative frameworks.
- SUBU is committed to promoting, educating, and taking direct action on environmental sustainability. All SUBU employees are expected to integrate environmental sustainability values and action into their role where feasible.
- To undertake any other task that is deemed reasonable within your skill set

### **Person Specification**

- Excellent verbal and written communication and listening skills to form effective relationships with stakeholders.
- Excellent MS Office suite skills including Excel, PowerPoint, and Outlook.
- Strong project and event-management skills and organisational ability to prioritise and deliver multiple projects / demands within short timelines.
- Self-motivated, proactive, and confident.
- Friendly, approachable, and reliable.
- Demonstrate empathy and compassion.
- Ability to work across varied groups of stakeholders.
- Critical thinking skills.

SUBU is committed to becoming a more inclusive and diverse organisation to better represent the student communities that we serve. This commitment to equity is one of our core values. Being a diverse organisation includes ensuring that people from marginalised communities are involved with the decision-making processes at all levels within SUBU. We encourage applicants from marginalised or underrepresented backgrounds to apply: People of Black, Asian and Minority Ethnic backgrounds, People with Disabilities, Care Experienced, Working-Class, People of marginalised genders, LGBTQIA+ All submitted applications are redacted as part of our application process and appointments are based on skills and competencies.

# Pay Bands

Band bases are usually increased annually at the same or below that year's Cost Of Living Adjustment, to permit length of service progression within the band. Bases may also increase based upon ongoing market rate research and Hays reviews.

The split in each band, shown as darker and lighter blue (e.g B1 or B2) provide a higher starting point for some non-standard or specialist roles. All roles within a complete band (e.g B1 & B2 combined) have the same maximum so roles all progress up to the same limit.

Adjacent bands may share a partial salary crossover to allow for varied experience, skills & knowledge levels to be recruited and rewarded.

Bands D & E have identical bases as this is the amount SUBU will never pay less than, as reviewed annually through the Board of Trustees. Maximums for each band do differ however, to allow further progression within higher bands.

**In line with SUBU's pay framework, new employees are appointed at the lower end of the salary band.**

↑ A1	Band A Max	£65,000	↑ A2
	A2 Base	£60,000	
	A1 Base	£48,800	
↑ B1	Band B Max	£43,500	↑ B2
	B2 Base	£41,000	
	B1 Base	£34,000	
↑ C1	Band C Max	£36,000	↑ C2
	C2 Base	£31,000	
	C1 Base	£26,500	
↑ D1	Band D Max	£28,500	↑ D2
	D2 Base	£25,500	
	D1 Base	£23,500	
↑ E1	Band E Max	£26,000	↑ E2
	E2 Base	£25,000	
	E1 Base	£23,500	

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