

ROLE PROFILE

At the Guild, student staff don't just support what we do, you shape it. This paid role gives you the chance to get involved in meaningful work, build real experience, and make a difference to student life at Exeter.

Role:	St Luke's Event Organiser
Working hours:	5 hours per week
Pay:	£14.12 per hour
Supported by:	Campus Engagement Team

What you'll be doing:

- Work with the Campus Engagement Team to design and plan St Luke's Events. This includes organising activities, checking for safety risks, managing resources, sticking to budgets and reviewing how successful each event was.
- Research and suggest new event ideas that help our students to Love Exeter! Consider timing, location, suppliers, staffing, and budget when making proposals. This can be both from carrying out research, or telling us what you notice has worked well at other events you're attending!
- Include student voices in the planning process by actively talking to St Luke's students and gathering their ideas.
- Provide friendly and helpful customer service, creating a welcoming and comfortable environment for everyone attending.
- Prepare safety plans (risk assessments) to ensure events can run safely and smoothly.
- Use feedback and data to suggest improvements for future events.
- Represent the Students' Guild and support tasks related to organising and delivering events.
- Take a proactive and thoughtful approach to challenges that may arise during planning or at events, helping to maintain a welcoming and positive experience for attendees.
- Empowering our team of Guild Event Assistants to collect feedback from attendees using the Guild's event survey to help improve future event programmes.





- Promote opportunities for students to get involved with the Students' Guild and share its values through your work.
- Take part in student-focused projects and activities across the Guild as needed.
- Be an advocate of student leadership and help share the Guild's values with others.
- Build professional connections and help raise awareness of the Guild locally and nationally.

What you'll gain:

- Communication – Learn how to adjust your communication style depending on the situation and build strong working relationships with both colleagues and external partners.
- Problem Solving – Develop confidence in handling challenges that may come up while planning or running events, using initiative to find practical solutions.
- Teamwork – Work closely with other staff and student team members to organise events and projects that support a variety of goals and communities.
- Leadership – Gain experience leading event planning and delivery. Build confidence in making decisions and creating a safe, friendly, and inclusive space for everyone involved.
- Creativity – Spot opportunities to improve events and think of new and innovative ways to make them more engaging and effective.
- Risk Management – Understand how to identify and manage potential risks at events, helping to keep everyone safe and ensuring events run smoothly.
- Event Planning – Use creative thinking and reflection to design and organise events that are meaningful, well-run, and enjoyable for attendees.

Skills/Experience Required:

This role is well-suited to someone with an interest in event planning and a desire to apply or develop transferable skills in a supportive, student-focused environment. The following skills and experiences will help you succeed:





- Organisation – Able to approach tasks in a way that works for you, whether that's using lists, reminders, or other tools. You'll be supported to manage your time, responsibilities, and resources, helping events run smoothly and ensuring important details are taken care of.
- Communication – Comfortable sharing ideas, adapting communication style to suit different people and situations.
- Collaboration – Experience working with others towards shared goals, whether in teams, partnerships, or community settings.
- Initiative and Problem Solving – Willing to make balanced judgement calls to respond and adapt to changing circumstances during events.
- Creativity – Able to think of new ideas, improve existing processes, and find innovative ways to enhance experiences
- Inclusive Approach – Committed to creating welcoming, safe, and accessible environments that consider the needs and wellbeing of all participants.

Key dates:

- **Applications Open:** Monday 20 October
- **Applications Close:** Monday 27 October (9:00)
- **Shortlisting:** Friday 31 October
- **Interviews:** Individual interviews taking place in person or online on Friday 7 November.

Our Commitment to Inclusive Recruitment:

We will assess applications using a clear scoring matrix aligned with Universal Job Design principles. You'll be assessed on your responses to key questions, and we welcome examples from any context - paid work, volunteering, societies, academic projects, or personal experience. We're interested in your ideas and potential, not perfect wording or grammar!

If you require any adjustments to complete the application process - such as alternative formats, additional time, or support with accessibility - please let us know by contacting events@exeterguild.com

We want to ensure everyone has the opportunity to apply and be at their best!

