

# Stockroom Assistant



Candidate Job Pack  
March 2026

Huddersfield  
Students'  
Union

# Welcome

Huddersfield  
Students'  
Union

Hello!

It's great that you are interested in joining our retail team at Huddersfield Students' Union as our Stockroom Assistant.

The HSU Shop supports customers by providing a friendly, accessible retail space at the heart of the University of Huddersfield Queensgate campus. As part of Huddersfield Students' Union, the shop also plays an important role in helping fund the Union's charitable work, with all surplus reinvested into services, support, and opportunities that benefit students. Working in the shop means contributing to a service that makes a positive difference to the student experience.

Your work will help to drive sales and profitability by managing all stock within the HSU Shop. Your day-to-day duties will include:

- Receiving, unloading, and safely moving heavy delivery cages, boxes, and stock within the stockroom.
- Transporting and replenishing stock from the stockroom to shop floor and storage areas.
- Organising stockrooms to maintain safe access, clear walkways, and efficient stock storage.
- Carrying out stock rotation, date checks, and physical stock counts as required.
- Maintaining clean, tidy, and compliant stockroom areas in line with health & safety standards

We are looking for someone who is organised, enthusiastic and passionate about developing strong systems for managing stock.

This role includes regular physical activity such as moving stock and delivery cages, with support and training available to help you carry out the role safely and comfortably.

If this sounds like you, then keep reading to find why HSU is a great place to work, and what we can offer you in this role.



# About HSU

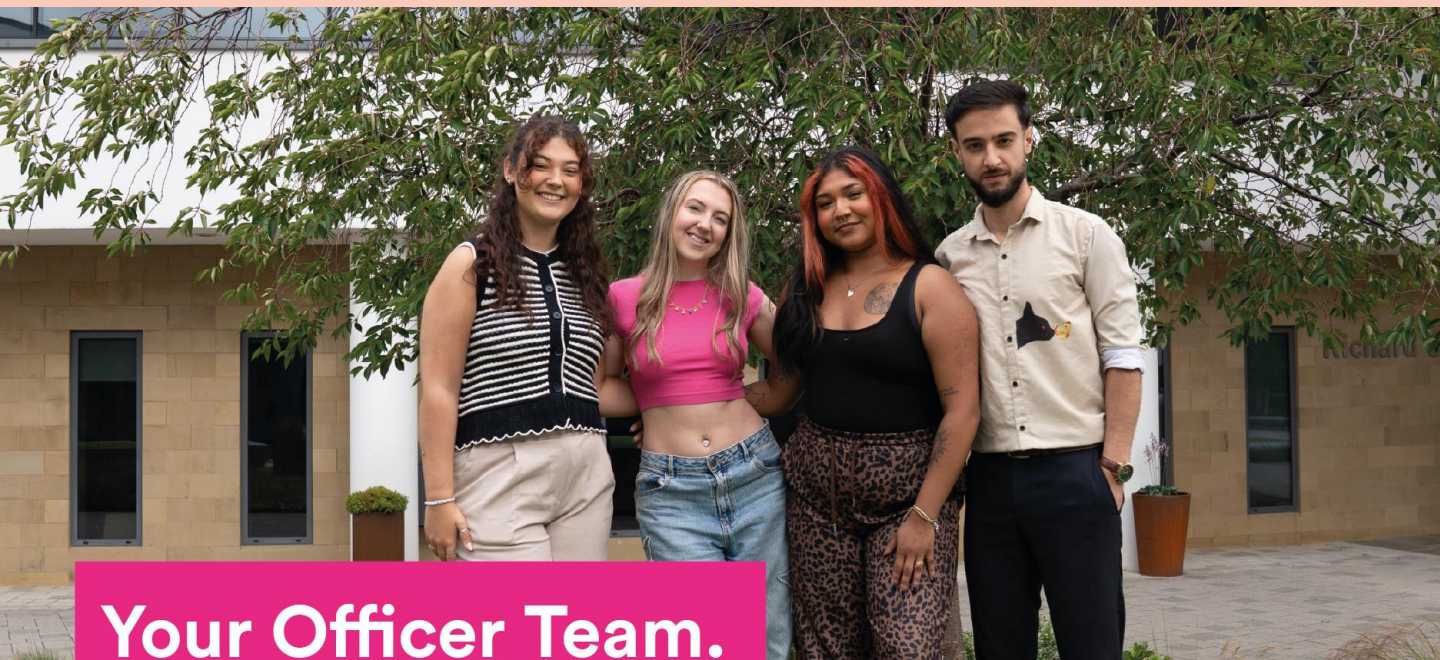
Huddersfield  
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Huddersfield Students' Union (HSU) is an independent, student-led charity. Everything we do supports our mission to 'make student life better'.

We aren't your typical students' union, located in a Yorkshire market town with most of our students commuting to study. We are central to the University experience for all students and work to support all aspects of student life for the 15,000 students here at the University of Huddersfield.

Our mission is to 'make student life better' and we do this by providing a platform for good, creating a community where all voices are equal, and everyone is free and safe to express themselves. Giving students opportunities to enjoy good times with friends and feel supported on their path through the University of Huddersfield.

We do this by running a programme of events and activities throughout the year, looking after student sports teams, academic, hobby, and faith-based societies and through our student networks. Our Representation Team are here to give a voice to all students on campus through campaigning, activism and Officer elections and our dedicated, independent Advice Centre Team work tirelessly to make sure that students are fully supported throughout their time at university.



**Your Officer Team.**

# Our Student Leaders

Huddersfield  
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Huddersfield SU is led by a team of 4 elected Officers who campaign and lobby for change across the University to improve the student experience.

## **Freya Askwith-Martin - President**

Hi, my name is Freya (she/her), and I am your new President for the 25/26 academic year. I grew up in a small village called Tibshelf in Derbyshire. I chose the University of Huddersfield because it was one of the few that offered my joint course in Sociology and Psychology. I also appreciate the close-knit feel of our small town and the convenient layout of our campus.

In my second year, I served as the social secretary for the Thai boxing sports club. I then pursued the position of Equity Officer because I love working with people and helping them, before running for President in 2025.

## **Bethany Murphy - Activities Officer**

Hello, my name is Bethany (she/her), and I am your new Activities Officer for the 25/26 academic year. You may recognise me from the pole fitness committee or from participating in various other clubs and societies. This year, I graduated with a bachelor's degree in Fashion Design with Textiles, so I certainly know how it feels to be a student at the University of Huddersfield. I am very excited to work on improving student engagement across all societies and creating more collaborations across campus.

## **Irfan rashid Rather - Education Officer**

Hi, my name is Irfan (he/him), and I'm your Education Officer for the 25/26 academic year. I hold an MSc in International Business with Project Management. I've been actively involved in various roles within the Students' Union, including as an Events Assistant and Retail Assistant, which have given me valuable insights into student life.

As a volunteer Peer Supporter at the HSU Advice Centre, I developed a passion for listening to people and understanding their concerns. This role allowed me to connect with many students and offer support and guidance.

I am truly grateful for the opportunity to serve as your Education Officer. My goal is to ensure every student feels heard and represented.

## **Dobby Dey – Equity Officer**

Hiya! I'm Dobby (she/her), and I am proud to be your SU Equity officer for 2025/26! I'm originally from Bradford and come from a Hindu-Bangladeshi background. I've always been quite chatty and from a young age I've loved connecting with people, sharing stories and speaking out when things aren't fair, which is why I did my degree in Journalism.

I was previously the social secretary and then co-president of the Pole Fitness Society in my last two years of study. This empowered me to create some incredible friendships and my confidence as an individual grew massively. The opportunities I gained from being involved with my society helped me get to where I am now.

# How we are run

The logo for Huddersfield Students' Union is a bright pink circle containing the text "Huddersfield Students' Union" in white, sans-serif font. The text is arranged with "Huddersfield" on the top line, "Students'" on the second line, and "Union" on the third line.

Huddersfield  
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Our Officers are supported by a talented and enthusiastic team of permanent staff along with a growing team of part-time student staff, all dedicated to the performance of the Students' Union and ready to take risks and be bold.

## **Governance**

Our Board of Trustees is responsible for directing the work of Huddersfield Students' Union. The Board oversees our strategic plan and ensures that we are well run as a charity, including financial and legal security. Our Board is made up of the 4 elected Officers, 2 Student Trustees, and 5 External Trustees that bring experience and knowledge.

Our Articles of Association and By-Laws set out the fundamental principles of our governance, such as our charitable nature, membership, and leadership structure. You can find more detailed information on our Governance [here](#).

## **Finances**

As a charity, the Students' Union does not make a profit, and all of our income is spent on services and opportunities that benefit Huddersfield students. Our main revenue comes from three sources:

- a set amount of income each year from the University through an annual block grant,
- retail income from our shop
- income from HudLets



# Huddersfield Students' Union.

Our Strategic Plan for making student life better.

2024-2027

We add value, beyond the academic learning, that makes a difference to the lives of our students.  
We deliver skills and experiences that benefit students individually and as part of a community.



## Help students be their best, authentic selves.

>Equity is at the heart of everything we do. 100% of staff will agree that "I believe that HSU has a positive impact on the lives of students" and we'll deliver our Equity and Inclusion Plan.

>Invest in and Celebrate Student Leaders: through the Kirklees Volunteering Award 1000 students will receive a Volunteer Transcript, and we'll tell 100 Student Stories by 2027.

## Speak up for students to transform their education.

>Provide responsive and expert advice: we will achieve the Advice Quality Standard.

>Empowering and accessible democracy and representation, with student leadership at its core: we'll be in the top Quartile for NSS.

## Build a vibrant student community on campus.

>Inclusive and fun programme of events and activity for all students: 95% of students will connect with the Students' Union.

>Student-led opportunities for students to meet and build friendships: 25% of students will join the Students' Union Community.

## Influence the world around us.

>Supporting all our students to have a great accommodation experience in Huddersfield. Our HudLets Business Plan will mean that HudLets will be the number one accommodation provider for students, providing an outstanding service.

>Actively challenge the climate crisis to create a more sustainable future. Our Sustainability Action Plan will create a Union that is ethical, environmentally friendly and sustainable, and is able to demonstrate through the actions we take the positive impact we are having.

By 2027 we will achieve 'Excellent' in all areas of the Quality Students' Union Framework.

Huddersfield Students' Union

# Huddersfield Students' Union.

## People and Culture Plan.

2024-2027

### Culture.

Ours is a culture where everyone is innovative and creative, strives to be the best and most importantly loves what they do.

#### Purpose.

Everyone at HSU understands how their role and area of work contributes to achieving our strategic aims. People feel a shared sense of purpose and responsibility for making student life better.

#### Trust.

Everyone at HSU trusts each other and the organisation. People feel that their ideas and opinions are valued and make a difference to our work.

#### Belonging.

Everyone at HSU can be their authentic self at work. People have a healthy work-life balance and feel valued and recognised for their contributions.

### Equity.

Everyone at HSU is valued equally and is treated with fairness, dignity, and respect at work.

## Our Values:

Everyone at HSU understands how their behaviours demonstrate our values...

#### Inclusive.

We are inclusive because we want everyone to feel that they are part of the HSU Family whether students or staff. We want our organisation to reflect the diversity of our members and be accessible to every Huddersfield student.

#### Empowering.

We are empowering as we want our staff and students to feel like they can try new things, be creative, innovative and enterprising and not feel constrained by structures. We want our culture and working practices to be agile and flexible so that they are the best they can be.

#### Engaging.

Being engaging is about providing opportunities to connect with each other, be supportive, have fun and provide a variety of ways to be part of the HSU community.

#### Integrity.

Everything we do will be driven by integrity: we want students to see us as an organisation that is fair, ethical and honest in our work and in the way we interact with them

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# Impact Report.

2024-25



HSU Staff Team: 2024 Welcome Festival

# Working at HSU

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Based right in the heart of a bustling market town, the University of Huddersfield offers a unique experience for students. The majority of students who study at the University live in the surrounding area and commute to study rather than live on campus.

We understand that balancing work and home life isn't always easy, and we aim to make Huddersfield Students' Union a great place to achieve work-life balance. It's important to us that our employees thrive both at work and at home, and we care about empowering everyone to structure their working week around our core, student-facing hours in a way that helps them to be at their best.

HSU are also a Mindful Employer and are proud to make a commitment to supporting mental health in the workplace.

## Benefits

HSU are committed to providing an outstanding employee experience by giving our staff the recognition they deserve. We offer a generous 29 days annual leave entitlement that increases with length of service up to 34 days. That's on top of days off for your birthday, volunteering days and time for family leave, as well as additional closure days over Christmas and New year.

We also offer a number of other benefits to support our staff. We support access to training and development, often in partnership with the University staff development and academic teams. We also offer matched pension contributions at 6%, subsidised eye tests and vaccinations, enhanced parental leave, and wellbeing and mental health support.





# About the University of Huddersfield

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The University of Huddersfield is a growing centre of research and excellence and always pushes the boundaries of knowledge. Since 2008, £156 million has been spent on campus development making sure students have access to some of the best facilities in the country.

The University of Huddersfield has been rated Gold in all three aspects of the Teaching Excellence Framework (TEF) 2023. It was the only university in Yorkshire and the Humber and the Northwest to achieve Gold ratings in all three aspects of the TEF among those announced in September 2023.

Further proof of teaching excellence; staff rank in the top three in England for the proportion who hold doctorates, who have higher degrees, and hold teaching qualifications (HESA 2022).

The University of Huddersfield won the first Global Teaching Excellence Award recognising the University's commitment to world-class teaching and its success in developing students as independent learners and critical thinkers (Higher Education Academy, 2017).

The University is first in the country for National Teaching Fellowships, which mark the UK's best lecturers in Higher Education, winning a total of 22 since 2008 (2023 data). World-leading applied research groups in biomedical sciences, engineering and physical sciences, social sciences and arts and humanities.

The University of Huddersfield became the Times Higher Education University of the Year in November 2013. Judges highlighted the University's outstanding record for student satisfaction and employability with the University placed in the top ten in the country in both categories.

# About the job



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**JOB TITLE:** Stockroom Assistant

**SALARY:** £24,477 full time equivalent/£13,231 pro rata

**REPORTING TO:** Retail Manager

**LOCATION:** Huddersfield Students' Union

**CONTRACT TERMS:** Part Time – Tuesdays and Thursdays full days plus additional hours to be agreed with the Retail Manager

## Purpose

The Stockroom Assistant will ***make student life better*** by carrying out day to day operational management of stock for the retail outlet

## Accountabilities, Responsibilities, Duties

### Stock Management

- Deliver high standards of stockroom storage and stock rotation to minimise waste and maintain effective replenishment.
- Carry out effective checking of deliveries.
- Enable the team to maintain product availability through regular stock replenishment in retail stock rooms.
- Implement and regularly review stock management and delivery policies.

### Compliance & Hygiene Standards

- Comply with food hygiene legislation and operational standards.
- Ensure waste is kept to a minimum, through date code checks and stock rotation in the stockrooms.
- Maintain clean organised stock rooms to minimise waste and comply with H&S processes.

### Finance & Resources

- Assist with any physical stock counting, as required.

### Relationships & Communication

- Clear and consistent communication with the Retail Manager, Head of Business Development and student staff team.
- Deliver comprehensive training to the delivery student staff team with support from the Head of Business Development and Retail Manager.

# About you

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## Experience

- Experience of working in a stock management role in a retail environment
- Understanding of stock rotation and management.

## Skills and abilities

- IT skills including basic knowledge of word, excel and outlook
- Ability to engage with casual staff team to achieve a common goal

## Values and behaviour

- A commitment to the principles and practices of sustainability in line with the Union's Sustainability Policy
- A commitment to the principles and practices of the HSU Equity Policy
- An attention to detail and commitment to quality
- Willingness to undertake training and development to support your role and future goals.
- Willingness to share your skills with colleagues to support peer-to-peer learning in the workplace.

# Job Benefits



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## Time Off

- 29 days annual leave, excluding bank holidays.
- An additional day off per year after 1 year's service, to a maximum of 34 days.
- Additional closure days between Christmas and New Year.
- A day off for your birthday.

## Pension

- Employee contribution: up to 6%
- Employer contribution: up to 6%

## Additional benefits

- Access to Employee Assistance Programme.
- 1 paid for professional membership per year (where relevant to the role).
- Staff away days.
- Mental Health First Aid support.
- 3 days of paid family leave in addition to statutory time off.
- Enhanced statutory leave.
- Ongoing support for personal and professional development.

### Imposter Syndrome?

Imposter syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative, or talented as we may seem. It often strikes when applying for a job, and it has long been thought to disproportionately affect marginalised groups. If you recognise feelings of imposter syndrome when applying for a role, you'll find useful tips to help overcome it [here](#).

# Next Steps

Your application is very important as your answers will be used in deciding whether or not you will be shortlisted for interview.

We remove all equal opportunities and identifying information from your application form before shortlisting; this helps us to mitigate against potential unconscious bias within our recruitment process.

The following advice is designed to help you complete your application as effectively as possible. This is part of our commitment to ensuring equal opportunities for job applicants.

We use electronic applications as standard. If you require a paper application, please let us know and we will send you a printable version to complete manually.

## Planning your application

Before submitting your application, read through this pack carefully. The pack will tell you what working for the Students' Union is like. It's also a good idea to look at the [Students' Union website](#) for more information.

## Read about the role and about you

These pages will tell you about the skills and attributes required to do the job. To be shortlisted you must complete all the questions on the application form. Your answers should demonstrate as many of the skills, and attributes outlined as possible. The strongest applications will provide examples of how you meet all the criteria, including drawing on previous experiences and transferable skills.

Remember that voluntary work or work at home can be as valuable as paid employment.

If you have any queries or would like to arrange an initial, informal discussion about the role please contact our HR team by emailing [su.jobs@hud.ac.uk](mailto:su.jobs@hud.ac.uk)

# Next Steps

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## It looks like you're still here and ready to apply?

Please click the button below to complete the online application form. In addition to some questions about your skills and experience, you will be asked to answer the following questions related to the job:

1. **What steps would you take to minimise stock waste.**
2. **How would you keep stockroom areas organised and safe, in line with health and safety guidelines?**

When you're answering the questions, remember to use examples to show us your skills and abilities. Examples don't just need to be from formal work, they might include home life, volunteering or working for the community. We value all your experience and what it can tell us about you.

You may wish to prepare your answers to the questions on the form in a separate document, to avoid losing your responses before you submit them.

[Click here to apply now](#)

**The closing date for applications is**

**23:59 on Monday the 4<sup>th</sup> of May 2026**

Please reserve the following date in your diary when you apply: **Interviews at Huddersfield Students Union on Thursday the 14<sup>th</sup> of May 2026**

If you have any queries, please contact our HR team by emailing [su.jobs@hud.ac.uk](mailto:su.jobs@hud.ac.uk)



# We look forward to hearing from you

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## Our commitment to inclusion

HSU is committed to creating an organisation in which all members and employees are respected, discrimination is not tolerated, and diversity is encouraged. We are committed to creating an environment where individuals can bring their lived experiences, made up of the unique influences that shape who they are today.

## Guaranteed Interview Scheme

We recognise that some candidates from typically marginalised backgrounds will have faced additional barriers throughout their careers. We also recognise that people from Black, Asian and minoritised-ethnic groups are under-represented within HSU.

Candidates identifying as BAME that wish to be considered as part of our guaranteed interview scheme will be guaranteed a first stage interview if they score 80% of potential points during shortlisting.



We are proud to be associated with the following initiatives, organisations and accreditations

