

Student Staff Job Pack 2026-2027



**Retail Assistant
Events Assistant
Admin Assistant**

**Huddersfield
Students'
Union**

Welcome

Huddersfield
Students'
Union

So, you would like to become part of the SU staff team? That's excellent news!

The next step is to have a good look through this Information pack. You will find information about the Events, Admin and Retail roles we have available, right from the manager's mouth as well as testimonials from former team members about what It's really like to work for us.

As our Events team work mainly during Welcome week, we will also train you to work in our shop throughout the rest of the year.

What do you get out of working for us?

Earn **£12.71** per hour, paid monthly.

Work around your studies. Most of our roles are term time only and we understand that your studies come first so we offer complete flexibility to help you maintain a healthy balance.

As if all that wasn't enough, working for the SU means you are entitled to the following additional staff benefits.

- Staff discounts in the SU shop on your daily cuppa of freshly ground fair-trade coffee, hot chocolate, or tea. There are also discounts on some items, including hoodies and t-shirts.
- Uniform – grab yourself one of our famous SU team t-shirts.
- Employee Assistance Programme – an independent advisory service for all employees.
- EDI, Health & Safety and Customer Service training as part of your induction.
- Free flu vaccines. If you're not eligible for free flu vaccines on the NHS, you can claim back the cost of your vaccination.
- Eye tests – ask for a voucher for Valli Opticians, right here on campus.

If you have any questions, you can get in touch by emailing su.jobs@hud.ac.uk and one of our friendly team will get back to you.

Keep reading to find out more about working for HSU.

About HSU

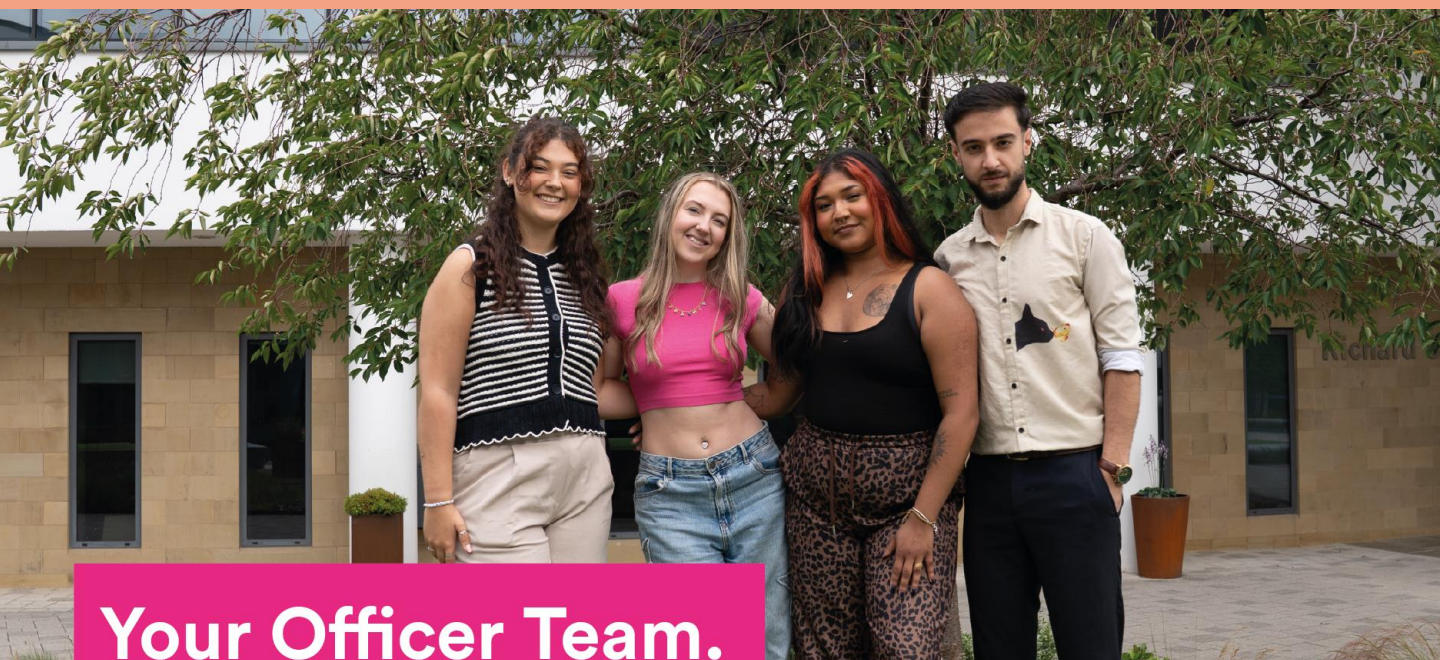
Huddersfield
Students'
Union

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 Huddersfield University.

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 Huddersfield University.

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.



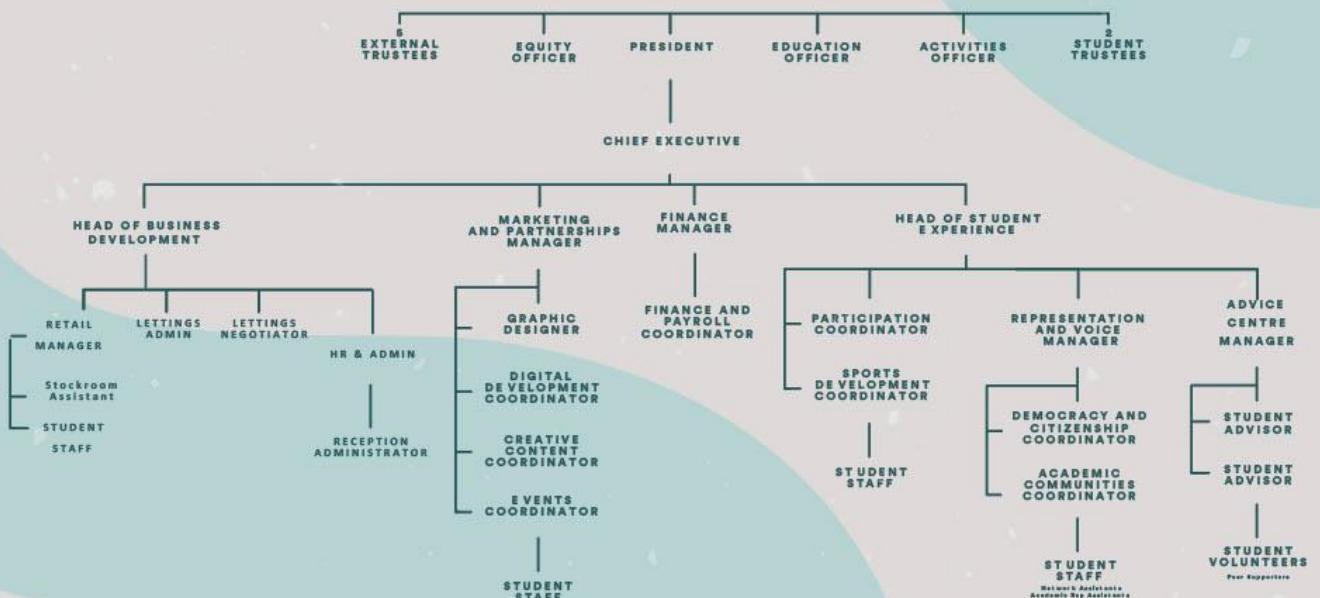
Your Officer Team.

Our structure

Huddersfield
Students'
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HSU Staff Structure.

Huddersfield
Students'
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Our Team.

[Click here to meet the team](#)

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

Huddersfield Students' Union

Huddersfield
Students' Union.

Impact Report.

2024-25



HSU Staff Team: 2024 Welcome Festival

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 Huddersfield University 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 pursued the position of Equity Officer because I love working with people and helping them.



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 Huddersfield University.

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 middle line, and "Union" on the bottom line.

Huddersfield
Students'
Union

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

What's it really like to work for HSU

The logo for Huddersfield Students' Union is a bright pink circle containing the text "Huddersfield Students' Union" in white, stacked vertically.

Huddersfield
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Working as a HudLets admin gave me a great balance of customer service experience and behind-the-scenes operational work. I learned how to manage housing enquiries through the CRM system, support students and parents with clear and friendly communication, and handle a variety of administrative tasks that kept the office running smoothly. The role also gave me opportunities to help at open days, lead accommodation tours, and work closely with a supportive team. Overall, it really helped me build confidence, problem-solving skills, and the ability to stay organised during busy periods.

I absolutely love my role as an admin assistant at the Students Union. I take immense pride in being the first point of contact for both external and internal interactions at the Students Union. It's truly fulfilling to assist students with their concerns and knowing that I play a role in helping the Students Union make student life better. The permanent staff here are always very supportive and approachable which helps me do my job better. As a final year student, I love the flexible working which allow me to balance work and students.

About the role: Retail Assistant

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Deliver excellent customer service to anyone who uses the SU shop throughout the week and at weekends.

Roll up your sleeves and get ready for working on tills, unpacking deliveries, restocking the shop, making sure everything is clean and shiny, and providing support to customers.

We are looking for people who are willing to commit from to 2 to 6 hours per week. Hours will vary depending on the time of year.

What does a Retail Assistant actually do?

- Supports customers to have an excellent experience by ensuring the shop is a clean, tidy and inviting space,
- supports customers to find what they're looking for,
- processes sales and monitoring the self-service till points,
- warehouse picking,
- stocks shelves and supports effective stock rotation,
- supports the wider SU team as required, such as at key events, including University Open Days.

So, what skills and attributes are we looking for?

- Strong customer service skills and the ability to establish positive working relationships with a wide range of individuals,
- confidence and enthusiasm about engaging with students,
- the ability to use your initiative and be proactive,
- the ability to take a constructive and co-operative approach to solving problems,
- you must have a commitment to the principles and practices of equality and diversity.



About the role: Admin Assistant

Support the smooth running of HSU, helping students create connections across campus through clubs and societies. These are customer service and admin roles, so a calm and patient approach and being well organised and enthusiastic are particularly important.

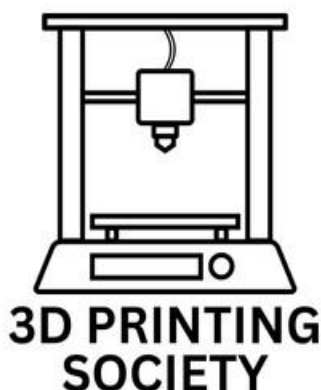
We are looking for people who are willing to commit up to 7 hours per week.

What does a Participation Assistant actually do?

- supports sports clubs and societies, empowering members to develop projects and campaigns,
- provide admin support for booking facilities, travel and ordering equipment,
- processing expenses claims for club and society members,
- support the organisation and coordination of training for club and society members,
- support the accurate reporting of student participation data,
- supports the wider SU team as required, such as at key events, including University Open Days.

So, what skills and attributes are we looking for?

- The ability to establish strong working relationships with a wide range of individuals,
- confidence and enthusiasm about engaging with students across campus,
- confidence using the full Microsoft Office suite, particularly Teams, Outlook and Excel,
- strong organisational skills, including the ability to plan and support the delivery of events,
- the ability to use your initiative and be proactive,
- the ability to take a constructive and co-operative approach to solving problems,
- you must have a commitment to the principles and practices of equality and diversity.



About the role: Events Assistant

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Be part of the best events on campus, setting up, stewarding, and supporting the live events programme. You will support events including Welcome Week, Elections, Varsity, Black History Month and some smaller events on our What's on Wednesday programme. You may also work alongside our HudLets team, welcoming potential students at regular University open days.

This is our most flexible role, with no minimum commitment, that's why we also train our front of house team to work in the HSU shop.

What does an Events Assistant actually do?

- Acts as an ambassador at SU events by supporting students and guests to have an excellent experience,
- be a friendly and helpful first point of contact at events,
- processes ticket sales and redemptions,
- prepares serves refreshments,
- supports set up and clean down of events,
- supports the collection of attendance data,
- supports the wider SU team as required, such as at key events, including University Open Days.

So, what skills and attributes are we looking for?

- Strong customer service skills and the ability to establish positive working relationships with a wide range of individuals,
- confidence and enthusiasm about engaging with students,
- the ability to use your initiative and be proactive,
- the ability to take a constructive and co-operative approach to solving problems,
- you must have a commitment to the principles and practices of equality and diversity.



Next Steps

Huddersfield
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Please ensure you have read the full Recruitment Pack before applying.

Next, click the link or scan the QR code to complete your application. You will be asked to answer written questions and upload a video, telling us about you.

You can apply for more than one role. Please do not complete more than one application.

The deadline for applications is 23:59 on Thursday the 30th of April 2026

After you have applied, our team will get to work scoring your written and video submissions. If you are successful, you will be invited to a 1-hour assessment session, including a short group task and a 1:1 interview with our Assistant Retail Managers.

Assessments will take place between the 11th and 31st of May 2026. Please ensure you are available to attend a session on campus during this time.

Training for these roles will be on campus during the weeks beginning August 24th and August 31st, 2026. Please ensure you can commit to attending training on campus during one of these weeks.

[Click here or scan the QR code to apply now](#)



If you have any questions, please contact our HR team by emailing su.jobs@hud.ac.uk



We look forward to hearing from you

Huddersfield Students' Union

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.

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

