



uea(su) Student Technical Staff

recruitment
pack



www.ueasu.org



Union House, UEA, NR4 7TJ



[uea_su](https://www.facebook.com/uea_su)



union.hr@uea.ac.uk



[/UEA Students Union](https://www.facebook.com/UEAStudentsUnion)



a message from our CEO

Thank you for considering to apply for a position at the UEA Students' Union. I am delighted to welcome you to a vibrant and values-driven organisation, keeping students at the heart of what we do.

At UEA Students' Union, we take pride in fostering a culture of creativity, inclusivity, and collaboration. We believe in empowering students who are not just seeking a job but are passionate about making a positive impact on the student experience. Your decision to apply demonstrates your commitment to excellence, and we are thrilled at the prospect of potentially having you as a valuable member of the team.

The Students' Union is more than just a workplace; it is a community that embraces the perspectives that each team member brings along. We are committed to providing a supportive and inclusive environment where your talents will be recognised and your contributions will make a meaningful difference.

Please explore our website and familiarise yourself with the diverse range of initiatives, events, and services we provide to the student body. You will discover that we are not just an organisation; we are a group driven by a shared vision of enhancing the student experience.

Thank you for considering the UEA Students' Union as the next step in your professional journey. We look forward to learning more about you through the application process and hope that this experience will be as rewarding for you as it is for us.

Should you have any questions or require further information, please reach out to our HR Team at union.hr@uea.ac.uk.

Best of luck with your application, and we eagerly anticipate the possibility of welcoming you to our team.

Warm regards

Jumara Stone - She/Her
Chief Executive Officer



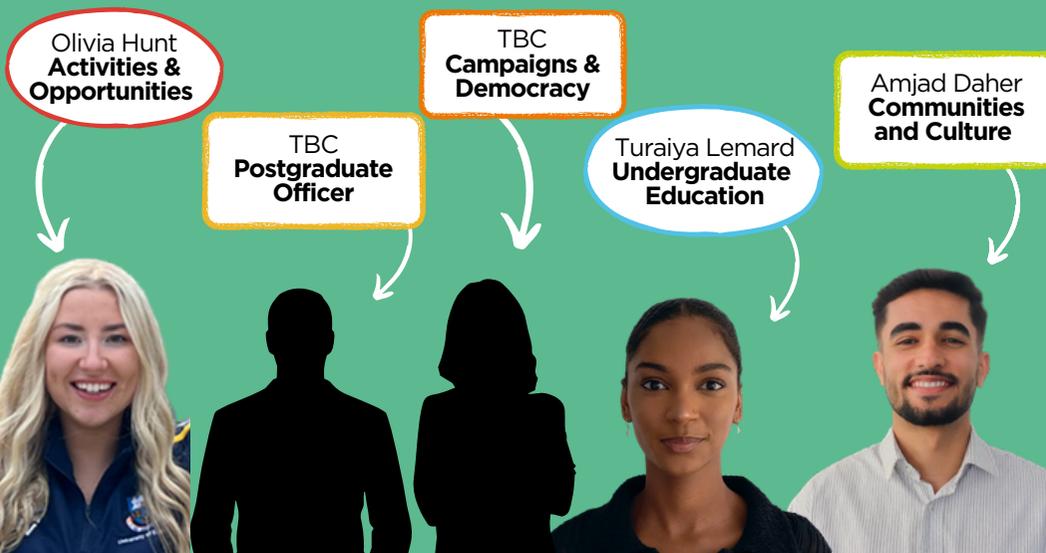
welcome!

Hey there, we are the elected Sabbatical Officer Team. We welcome you to the heartbeat of UEA's student life! Here at the SU, we're all about Students Transforming and we're led by students. Run by students, for student; we evolve yearly to match student needs. Our role is to advocate for students locally and nationally.

We're here for the students every day, providing academic, welfare, and housing support. We have over 60 Sports Clubs and 160 Societies (with more popping up everyday). And what most people don't know is that we are home to the biggest live music venue in East Anglia, the LCR, and we also run the iconic Waterfront Venue in the centre of Norwich.

Our main aim is to enrich campus experience. Join us in shaping a better educational journey, advocating for diverse student issues, and making a real impact. Our crew - student officers, student workers, and our dedicated career staff - are always on deck, working all year-round to make student time at UEA unforgettable. We are all committed to listening and elevating the student experience to new heights.

Jump on board! Join a crew that's not just changing lives but aiming to rock the world, the community, and beyond. To find out more about our Sabbatical Officer Team, please see our website: www.ueasu.org/officers.



our impact

Last year, together we did this...

379 course reps and conveners

Paid £515,169 to student staff

Supported 230 societies, with over 5705 members

Offered 15 different types of student roles

Supported over 955 cases - 60% Academic Queries and 25% Housing

Held 192 student club nights

Sold 205,135 tickets to events

Ran 160 give it a go events

Enrolled our venues on 'sociability' - an app that helps disabled people navigate their surroundings

Over 200 students engaged with our Ready to Rent Campaign

Lecture recordings are now opt out, instead of opt in

Celebrated the work of 31 black student artists and musicians with an art exhibition

Ran 175 live gigs

Sold 88,000 pints of snakebite

Recruited 141 Buddy volunteers

Self-certification extensions are now unlimited and extended from 3 days to 7

Employed 635 student staff



governance structure and student leadership

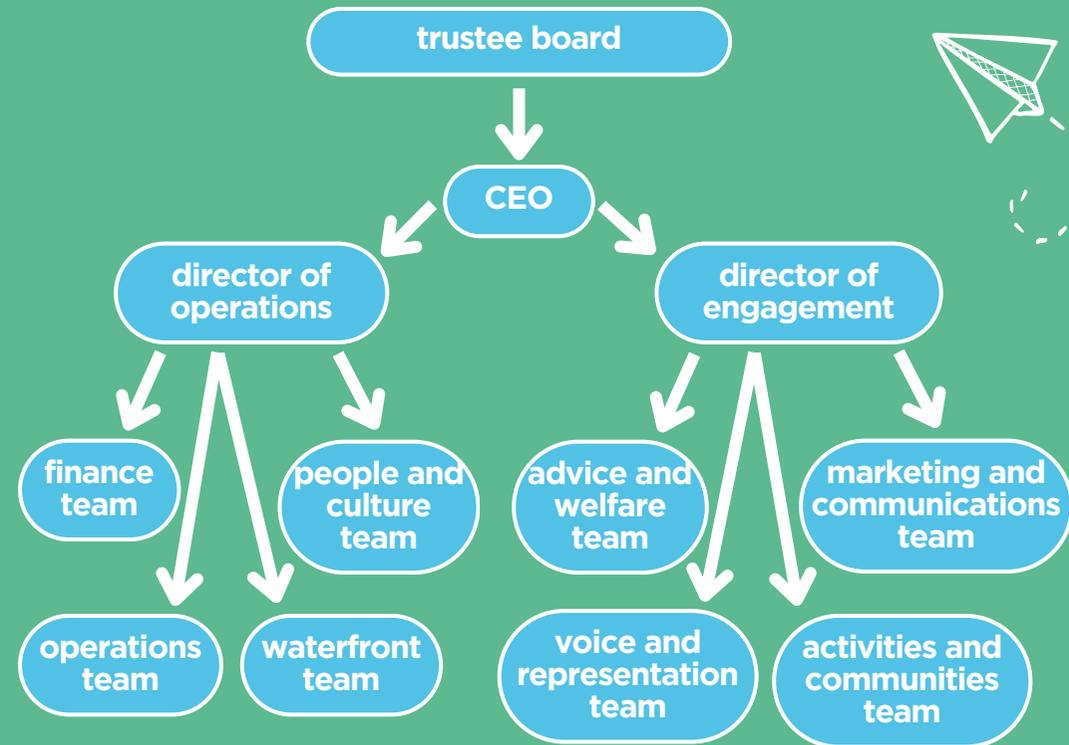


To find out more about how our governance structure operates please visit our website:

ueasu.org/union/governance

career staff structure

Check out our backstage magic! Here at the SU, our career staff are the force behind our sabbatical officers, supporting in the delivery of our officers manifestos.



Our career staff team consists of around 65 full and part time employees who work across various different departments, such as HR, Advice and Representation, Marketing, Events, running our external facing Box Office and several more.

These teams work all throughout the year to help give the best student experience possible. To support our career staff teams, we have over 253 student and casual workers assisting in the delivery of day to day operations.

our commitment to equality and diversity



At uea(su), we recognise that diversity amongst our workforce is vital for creativity and innovation. Our aim is to foster an environment where everyone feels truly represented, irrespective of their demographic background. Our vision for equality is clear and underpins every decision we make, we believe that the diversity of our staff and students enriches and strengthens our community.

As a Students' Union and employer, we are dedicated to providing equal opportunities to all our employees and workers whilst being fair and inclusive to all. Our commitment extends to celebrating the unique strengths diversity brings and building a secure environment for both students and staff; free of bullying, harassment, victimisation and unlawful discrimination. We embed inclusive practices within the uea(su) such as equity training and awareness, accessibility and adjustments, anonymised recruitment and many more. Ensuring equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

We therefore particularly encourage applications from candidates who are likely to be underrepresented in the uea(su) workforce.

We would particularly welcome applications from candidates from working class, first generation Higher Education, Black, Asian, or other minority ethnic, and/or underrepresented groups. All appointment decisions will be made on merit following on from the recruitment process.

We understand that achieving true equality has the transformative power to impact both staff, and students' lives both during their time at the uea(su) and beyond. By championing equality through our staff, we empower students to play an active role in shaping their course, their community, and their world.

Be yourself, take pride in the work you do, and build a career in an environment that not only recognises and values uniqueness but stands firmly by the belief that being different is good.



important bits

- If successful, you'll be offered a contract which aligns with the academic terms of the university.
- You will be offered a contract that allows you to set your max hours, 20 hours, 25 hours or 30 hours, so you can pick how much you work.
- During your employment, you will be subject to our policies and procedures which can be found on our HR System when your account is created - Please read these!
- Payday is the 28th of each month and shifts worked from the 15th-14th will be paid in this period.
- Holiday is on a earn and pay basis, every time you work you build up holiday!

Pay rate will be dependant on age and the role:
Up to 21 - £12.71 per hour
21 and over - £12.71 per hour

what can we offer you?

Real life in house work experience
Great training for your professional development
Flexible working allowing you to focus on your studies

role information



Events Technical Crew (Student)

Purpose of Post:

To provide support to the operation of UEA SU venues and the wider operations team. Members of the Technical team are responsible for maintaining high standards of communication, with customers, contractors and other production personnel while also ensuring safety and cleanliness standards are maintained in the working area. Due to the nature of the role and the environment, you will be supporting individuals and groups of the UEA diverse and inclusive community within the venue. Working closely with the operations management team, the role will involve assisting in the opening, closing, and operating of the venue at various times during the week including late nights and weekends. All staff are expected to work their share of late nights and weekends.

Key Responsibilities:

Responsibilities will include, but are not limited to:

- To provide technical supports for club, live music and other events in UEA SU Venues
- To Safely setup and pack away equipment, staging and anything else required for events.
- To operate club sound and lighting as required throughout the course of events.
- To assist in the safe delivery of all the technical aspects of events from 'load in' to 'load out'.
- To assist in ensuring all technical equipment, (in-house and hired) is properly maintained and adheres to all current health and safety legislation.
- To maintain a sound working knowledge of the venue and its facilities and where necessary take immediate action to ensure a safe working environment, reporting any breaches of health and safety, risk assessments and method statements to the technical manager.
- To assist the Event Duty Manager in the operation of the venue during events, including but not limited to; assisting at the box office and/or cloakroom

role information



- Work safely, efficiently and in accordance with Union policies, risk assessments and method statements.
- Actively participate in the opening, operation, and closing procedures of the venue.
- Ensure you arrive on shift in appropriate clothing for the role and on time
- Follow and uphold all procedures and policies within the operations department.
- Represent for the uea(su), becoming an ambassador for our events and venues.
- Undertake such other tasks assigned by the Venues Management.
- Demonstrating adaptability and a willingness to contribute to the overall success of the operations team and uea(su).
- To show understanding of and uphold the purpose and values of the organisation and ensure that these guide and inform all work and conduct.

person specification



Candidates for the job will be assessed in the following ways; E) Essential D) Desirable

Essential

Keen interest in aspects of working and attending live events

Great accuracy and attention to detail

Remaining calm under pressure

Able to manage conflicting priorities

Confidence and willingness to try new things

Proven ability to problem solve

Efficient communication skills in both verbal and written communication

Ability to be proactive and use your own initiative

Enthusiasm for working within a democratic student-led environment

Firm grasp and active commitment to equity, diversity and inclusion

person specification



Desirable

Knowledge of proper manual handling techniques when working with large and/or heavy items

Knowledge of what the variety of live events at the UEA SU venues look like.

application process

Step One:

Visit: www.ueasu.work/workingforus to see our current vacancies.

Step Two:

Complete the online application form in full - see the recruitment guidance for our top tips on deciding if the role is for you and how to apply.

Step Three:

Submit your application by the closing date.

Need an adjustment during your application or interview? Reach out to our HR team at union.hr@uea.ac.uk. We've got your back!



next steps



Key dates

Closing date: Friday 17 April 2026 at 8am

Interview: W/C 27 April 2026

For an informal and confidential chat about the role please reach out to:

Recruiting Manager Details:

Laura Flockhart

Facilities and Technical Coordinator

Email: l.flockhart@uea.ac.uk

Contact Number:

01603 593272

Please note all calls will be directed to our Welcome Desk initially

