

## Student Job Description **Better Bankside Events Academy**

- **Title:** Better Bankside Events Academy Student
- **Number of Events Academy Students to be recruited:** 6-8 depending on individual applications
- **Location:** Better Bankside, Bankside Community Space, 18 Great Guildford Street, London SE1 0FD
- **Eligibility:** young people aged 16 to 21 years, living/studying/working/connected with a youth group in Southwark
- **Availability:** Week beginning **30 July – 24 Aug, working 4 days a week for 4 weeks (10am-4pm)** (please note, dates can be flexible if needed, e.g. for university or college reasons)
- **Reporting to:** Corinne Snow, Events Academy Project Manager
- **Stipend:** Events Academy Students will be paid up to £300 by the end of programme. This will be processed via BACS (bank account) with two payments at the end of August and September. **Lunch & Travel not provided.**

### **Purpose of the Events Academy:**

- The purpose of the project is to give young people a unique opportunity to gain work experience from a range of businesses from a variety of sectors, helping them to explore the opportunities that could be available to them.
- Working as a team, the Events Academy Students will also plan and deliver an event for business representatives, to be held in late August. You will be given guidance on the theme and content of the event.
- This is an exciting work experience opportunity where you will be able to gain valuable skills that will help you flourish in the world of work. You will attend training sessions, Insight Days (job shadowing) and take part in speed networking. In order to plan the networking event, you will design the content of the event, implement the theme, select speakers and have the hands on experience of running the event on the day - all while keeping a careful eye on your budget.

### **Principal Responsibilities:**

- Attend training sessions delivered by local businesses and put this knowledge into practice
- Plan and run a successful event
- Liaise with Better Bankside staff, members and partners to help deliver the event
- Record progress towards your personal goals for the project (which you will outline at the start) using appropriate means (e.g. Social Media, News Stories, Work Book Log, etc.)
- Contribute to developing web, email and printed communications promoting the project and event
- Keeping accurate records of all your work – including a log of your work in your Advanced Project Management Accreditation Booklet
- Inviting relevant guests, speakers and contributors to be part of the event
- To administrate all aspects of the event and on-the-day logistics
- To evaluate the project and event after the event has taken place

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**Skills and Abilities:**

- Desire to gain an in-depth insight into the world of work
- Motivated and committed to the project from beginning to end
- Good time management and ability to prioritise
- Good fluency in written English and strong communication skills
- Confidence and skills to telephone and meet individuals and groups from both the commercial and community sectors, with support from the Better Bankside Project Manager
- Basic IT skills and a willingness to improve computer literacy
- Potential to inspire a group of your peers into action and able to work as part of a team or independently

**Closing Date for Applications: Monday 9 July 2018, 12 noon**