

Welcome Week Events Intern

(fixed term contract)

Edinburgh Napier Students' Association (ENSA) exists to enable students to make the most of their university experience. We do this by representing, supporting and developing Edinburgh Napier students to be successful in their studies; to try out new things; to engage in, and contribute to, university life; to be healthy and happy; to bring about positive change; and to have fun.

We are looking for an organised and student-focused Welcome Week Events Intern to work within our Student Engagement Team, supporting the planning and delivery of Welcome Week events and activities to ensure a smooth and engaging experience for new students.

Pay: £12.60 per hour

Contract: This is a fixed term contract available between April 2025 - September 2025 for 25 weeks.

Hours: 8 hours per week within agreed days and times.

Location: You will be based at ENSA's main office on the Merchiston Campus with occasional travel to the Sighthill and Craiglockhart campuses.

Reports to: Head of Events & Campaigns

Key Responsibilities:

- Assist in the research and planning of Welcome Week events, including social events, tours, and parties.
- Coordinate Welcome Week activities with and act as the point of contact for university departments, student groups, and external organisations.
- Help coordinate event logistics, including liaising with student societies, external vendors, and university departments.
- Support preparations for Welcome Week by setting up event spaces, arranging equipment, and assembling materials such as welcome event supplies.
- Support post-event activities, including gathering feedback from attendees and participating in a debrief meeting to assess success and areas for improvement.

These responsibilities are not exclusive

The post is available from early April 2025 until mid-September 2025.

Person Specification:

Criteria	Essential	Desirable
Education and Qualifications	<p><i>You will have:</i></p> <ul style="list-style-type: none">• Have completed at least one year of a degree programme.	The role is most suited for an Edinburgh Napier student in their second year or above, ensuring familiarity with the university culture and resources while balancing academic commitments with internship responsibilities
Experience	<p><i>You will have:</i></p> <ul style="list-style-type: none">• Experience of working in a public-facing role as part of a team• Experience of taking part in student activities in a university setting (for example, attending events, being a member of a club or society or serving as a Rep)	<p>Experience of a student ambassador role or similar events assistant role</p> <p>Experience of being part of or leading a club or society</p>
Knowledge	<p><i>You will have:</i></p> <ul style="list-style-type: none">• A good understanding of the student experience• Knowledge of the work of the Students' Association	An understanding of the student experience at Edinburgh Napier University
Skills	<p><i>You will:</i></p> <ul style="list-style-type: none">• Have organisational skills and attention to detail, capable of managing multiple tasks in a fast-paced environment.• Have• Be able to work and communicate with a diverse range of people from different backgrounds• Have the ability to work collaboratively as part of a team, demonstrating flexibility and adaptability to meet changing event needs.	
Attributes	<p><i>You will be:</i></p> <ul style="list-style-type: none">• Enthusiastic and reliable• Have an interest in working in events• A team-worker and reliable contributor• Enthusiastic about learning new skills• Flexible, adaptable, and resilient	

Eligibility: You should be a registered student and have the right to work in the UK.

To apply: Download and fill in the [application form](#) and send it to HR@napierstudents.com. You may also submit a CV; however, please note that CVs will not be accepted without an application form.

Closing date: 5pm, Sunday 23 March

Interviews: Interviews will be held in person at the Merchiston Campus on Tuesday 1 April