

SU STUDENT ACTIVITIES ASSISTANT

Who We Are

We are Cardiff Met Students' Union (SU). We are a student membership organisation, and we represent over 13,000 students at Cardiff Metropolitan University. We aim to support and empower students by representing your views and providing a range of services, events, and activities to enhance your university experience.

We're seeking to recruit a part time SU Student Activities Assistant to assist the Head of Student Activities to support the delivery of Students' Union Sport by providing administrative and operational support to Sports Clubs, ensuring they have the guidance and resources needed to deliver a positive experience for their members.

Role Details

- Situated within the Cyncoed SU office. Working from home occasionally.
- Work with the Head of Student Activities
- Hourly Rate – £13.72 inclusive of holiday pay.
- 15 hours a week – Flexible working approach around your studies.
- Duration – The 2026 / 27 academic year, 24 weeks overall.

Key Responsibilities

- Work closely with student leaders to enhance engagement and participation within sports clubs.
- Support the administration of BUCS competitions, fixtures and club activity.
- Assist with facility, room and transport bookings for Sports Clubs.
- Support Clubs with health and safety processes, including risk assessments and incident reporting.
- Process kit and clothing orders with suppliers and support clubs throughout the ordering process.
- Assist with maintaining Students' Union Sport webpages and club information.
- Provide general administrative support to the Student Activities Team.
- Carry out any other duties appropriate to the role.

Skills Needed

- Excellent organisational and communication skills.
- Strong administrative skills and attention to detail.
- Ability to build positive relationships with student volunteers.
- Experience of working in a customer service, administrative or student-facing environment is desirable.
- An interest in student sport or student activities would be advantageous.

How to apply?

Please send your CV, cover letter via email to Stacey Ayling: **sayling1@cardiffmet.ac.uk**

Closing Date

Sunday 26th June 2026

*We reserve the right to close this vacancy early if we receive sufficient applications for the role.
Therefore, if you are interested, please submit your application as early as possible.*