

Events Assistant (fixed term internship)

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 customer-focused Events Assistant to work within our Student Engagement Team to support the planning and running of our events programme.

Pay: £15.07 per hour (including holiday pay)

Contract: This is a temporary contract between August 2026 and April 2027.

Hours: 8 hours per week during term time

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

Reports to: Head of Events & Campaigns

Key Responsibilities:

- Assist in the coordination and execution of various events hosted by ENSA, including but not limited to Welcome Week events, socials, support events, cultural celebrations, and the ENSA Awards Ball.
- Assist with preparations for events, such as setting up event spaces, arranging equipment, and putting together supplies.
- Assist with assembling and distributing event-related items, such as event supplies or care packages for students.
- Support ENSA staff during events, including ticket scanning and directing participants.
- Support with post-event activities, such as gathering feedback from attendees, compiling event reports, and participating in debrief meetings to evaluate event success and areas for improvement.

These responsibilities are not exclusive, and some tasks may change depending on the season.

The post is available from mid-August until mid-April, excluding university breaks and assessment weeks.

Person Specification:

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> The role is most suited for an Edinburgh Napier student in their second year or above, ensuring familiarity with 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 	<ul style="list-style-type: none"> Experience of a student ambassador role or other events assistant role
Knowledge	<p><i>You will have:</i></p> <ul style="list-style-type: none"> A general understanding of the student experience at Edinburgh Napier University 	<ul style="list-style-type: none"> Experience of leading a club or society
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. 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 must have, *at the time of application*, the right to work in the UK, and be a student at Edinburgh Napier University.

To apply: 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: 1st June 2026 at 12pm (noon)

Interviews: Interviews will be held in person at the Merchiston Campus on the week of 8th/15th of June 2026.