

## 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.

|                    |  |
|--------------------|--|
| <b>Pay:</b>        | £12.71 per hour  |
| <b>Contract:</b>   | This is a fixed term contract available between April 2026 - September 2026 for 24 weeks.  |
| <b>Hours:</b>      | 8 hours per week within agreed days and times, with the possibility of additional hours during Welcome Week.   |
| <b>Location:</b>   | 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. |
| <b>Reports to:</b> | Head of Events & Campaigns   |

### Key Responsibilities:

- Assist in the research and planning of Welcome Week events using data, previous reports and surveys.
- Coordinate Welcome Week activities with, and act as the point of contact for, university departments and student groups.
- Help coordinate event logistics, including liaising with external vendors and university departments.
- Support preparations for Welcome Week by setting up event spaces, arranging equipment, and assembling materials such as welcome packs with 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, but an overview of the type of tasks you may do in this role.*

The post is available from early April 2026 until mid-September 2026.

**Person Specification:**

| Criteria                            | Essential   | Desirable   |
|-------------------------------------|---|---|
| <b>Education and Qualifications</b> | <i>You will have:</i> <ul style="list-style-type: none"><li>Completed at least one year of a degree programme.</li></ul>  | 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 |
| <b>Experience</b>                   | <i>You will have:</i> <ul style="list-style-type: none"><li>Experience of working in a public-facing role as part of a team</li><li>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)</li></ul>  | Experience of a student ambassador role or similar event assistant role<br><br>Experience of leading a club or society  |
| <b>Knowledge</b>                    | <i>You will have:</i> <ul style="list-style-type: none"><li>A good understanding of the student experience</li><li>Knowledge of the work of the Students' Association</li></ul>   | An understanding of the student experience at Edinburgh Napier University   |
| <b>Skills</b>                       | <i>You will:</i> <ul style="list-style-type: none"><li>Have organisational skills and attention to detail and be capable of managing multiple tasks in a fast-paced environment.</li><li>Be able to work and communicate with a diverse range of people from different backgrounds</li><li>Have the ability to work collaboratively as part of a team, demonstrating flexibility and adaptability to meet changing event needs.</li></ul> |   |
| <b>Attributes</b>                   | <i>You will be:</i> <ul style="list-style-type: none"><li>Enthusiastic and reliable</li><li>Have an interest in working in events</li><li>A team-worker and reliable contributor</li><li>Outgoing and people-focused</li><li>Enthusiastic about learning new skills</li><li>Flexible, adaptable, and resilient</li></ul>  |   |

**Eligibility:** You should be a registered student and have the right to work in the UK. You must also be based in Edinburgh, although some home-working may be possible.

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

**Closing date:** Sunday 22<sup>nd</sup> February 2026 11:59pm.

**Interviews:** Interviews will be preferably held in person at the Merchiston Campus the week of 2<sup>nd</sup> March.