

Assistant Social Organiser

Department/School: English Language Teaching Centre

Contract type: Part-Time, Fixed Term

Advertising length (weeks): 2 weeks

Overview

Are you passionate about creating engaging social experiences for international students?

We have an exciting opportunity for an Assistant Social Organiser to join our ELTC Social Activities team. You will work closely with the Activities Coordinator to design, promote and deliver a varied programme of social, cultural and sporting activities.

Your role will involve leading weekly afternoon and evening activities, escorting students on educational trips, and assisting with airport pick-ups and drop-offs when needed. You will also support student inductions by guiding participants through registration and leading campus tours. This role is ideal for someone with strong communication skills, a creative mindset, the confidence to work both independently and as part of a team, and who is committed to creating an inclusive, engaging experience for learners from all backgrounds.

Main duties and responsibilities

- Collaborate with the Activities Coordinator to plan and promote a weekly schedule of on-campus social and sporting activities (e.g. football, arts workshops, movie nights).
- Assist with facilitating a weekly programme of social and sporting activities for ELTC full-time students after their classes finish in the afternoon
- Act as a coach leader on educational trips, ensuring student safety and smooth logistics.
- Support ELTC Induction Days by guiding new students through the online registration process and delivering campus orientation tours.
- Assist with airport runs, welcoming and dropping off students from partner universities.
- Encourage students to participate in university-wide clubs, societies, and volunteering opportunities, acting as their ambassador and first point of contact.
- Assist with facilitating small-group ice-breaker activities during visiting-group lecture programmes (e.g. partner-university groups)
- Monitor student feedback throughout the programme and contribute ideas for improvement; help evaluate event success and report insights to the team.

- Maintain accurate attendance records, manage event budgets within agreed limits, and ensure compliance with health & safety guidelines.
- Carry out any other duties commensurate with the grade and remit of the post.

Person Specification

Our diverse community of staff and students recognises the unique abilities, backgrounds, and beliefs of all. We foster a culture where everyone feels they belong and is respected. Even if your past experience doesn't match perfectly with this role's criteria, your contribution is valuable, and we encourage you to apply. Please ensure that you reference the application criteria in the application statement when you apply.

Criteria	Essential or desirable	Stage(s) assessed at
Ability to communicate with people whose first language is not English	Essential	Application/Interview
Ability to work effectively as part of a team	Essential	Application/Interview
Ability to work independently	Essential	Application/Interview
Willingness to work flexibly	Essential	Application/Interview
Experience organising events and activities	Desirable	Application
Confidence and imagination to propose new activities and different approaches to engaging students	Desirable	Application
First Aid qualification	Desirable	Application

Further Information

Grade	2.2
Salary	£21,543 pro rata
Work arrangement	Part-time
Duration	Fixed Term: 6th October to 19th December 2025
Line manager	Office Manager
Direct reports	None
Our website	English Language Teaching Centre (ELTC) ELTC The University of Sheffield
For informal enquiries about this job contact Carlo Vidal Miranda, Activities Coordinator: on c.a.vidalmiranda@sheffield.ac.uk or on 0114 700 0615	

Next steps in the recruitment process

It is anticipated that the selection process will take place on week commencing **18th August 2025**. This will consist of a short interview. We plan to let candidates know if they have progressed to the selection stage on the week commencing 1st September. Contact Caroline Hunter (eltc.recruitment@sheffield.ac.uk) if you require any reasonable adjustments.

More details can be found on our benefits page: sheffield.ac.uk/jobs/benefits (opens in a new window).

We are a Disability Confident Employer. If you have a disability and meet the essential criteria for this job you will be invited to take part in the next stage of the selection process.

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.

Job Advert

Job Reference Number:	XXX
Working Pattern:	Part-time, working 8 hours per week, working Monday to Friday during term time and Monday to Saturday during the summer.
Faculty:	Professional Services
School:	English Language Teaching Centre
Closing Date:	Friday 8th August