**Role title:** HR, Policy, & Business Law Assistant

**Organisation name:** Student Light

**Duration of placement:** 6 hours for 6 weeks

**Start date:** 26th October 2020 (approximately, specific days and hours to be organised with organisation upon offer of the role)

**End date:** 30th November 2020 (dependant on the start date)

**Location:** Working from Home

**Interview date(s):** 14th - 18th October

**Placement Times:** 6 hours a week to be arranged with placement supervisor

**Pay rate:** £10.75 per hour (London Living Wage)

**This job is part of the Middlesex University Students’ Union’s Community Placement Scheme and is only available to current students of Middlesex University. The scheme has been established to ensure students are paid London Living Wage (£10.75) to put your studies or interests to use practically on placements whilst helping the local community. The scheme is designed to boost student employability and increase collaboration within Barnet and beyond.**

**In order to apply, please register at** [**https://www.unitemps.com/**](https://www.unitemps.com/)**.**

**About Student Light**
Student Light (SL) is a start-up social enterprise created to develop individuals and communities in Higher Education (HE), with the hope to improve retention rates (students completing their studies), mental health and ambitions of those in HE. SL will primarily be an app and web based social media platform, which is designed, developed and driven by its membership.

**Our priorities for 2020/21 are to:**

1. Understand the needs and struggles of student communities in HE
2. Develop a web platform that hosts the voice of its founding members (students)
3. Subscribe a broad range of communities to the SL platform
4. Create a London & UK wide student communities network

**We will achieve this by:**

1. Focussing on the development of a minimum viable product, which also acts as a feedback platform
2. Providing value to membership (students & Students’ Union (SU) staff) based on their needs
3. Producing an engagement and outreach strategy to bring onboard new subscribers and maintain a feedback loop

**About the role**
The HR, Policy, & Business Law Assistant (HRPBL) at Student Light will assist with developing our 2020/2021 recruitment and policy strategy, which includes developing our recruitment offerings, our recruitment process, policies surrounding employment & opportunities as well as company policies that align with our values. The role will also assist with developing our ‘Term of use’ as well as ensuring that we are GDPR compliant (new data protection laws). We’re keen for our policies to be as in line with the policies of our partner membership organisations as possible.

This is an exciting opportunity for anyone who wants to build a career within HR/HRM, Business, Law, Policy or Public Relations. You’ll have direct support from the company director who’s a marketing professional & graduate at MDX.

This is a highly dynamic role, meaning you’ll be able to work in the areas of this role that interest you. We’ll be doing everything from finance management, product pricing, policy & terms writing, role description writing, creating schemes to reward our volunteers and directly engaging with communities (like societies, liberation groups and sports) at MDX and beyond; so there’ll be lots of opportunities to get engaged with.

**Skills and experience**

Essential

* Strong interpersonal skills. Must be able to work well with others as well as to have leadership skills
* Excellent communication skills, both verbally and digitally.
* Good time management with the ability to work to deadlines
* Good understanding of how to take on constructive feedback
* Confidence to voice your thoughts and opinions
* Excellent ICT skills, including experience using Microsoft Word, Excel and PowerPoint
* Have excellent proofreading skills and attention to detail
* Demonstrable organisational skills
* A good understanding and commitment to equality, diversity and inclusivity

Desirable

* Understanding of basic hrm principles
* Have engaged with an MDX community (society, community, campaign or sport etc.)
* Passionate about social change and higher education
* Have good word and excel presentation skills
* Have a good understanding of the Students’ Union and what they do
* Experience working with a variety of stakeholders

**How to apply**
**Please note the deadline for this application is 1st October 11.59pm. Please upload your CV, and answer the following questions in your cover letter (300 words max per question):**

1. What interests you about this opportunity?

2. Why are you the perfect candidate for this placement?

3. What would you hope to achieve through the placement?

4. Are you currently a student at Middlesex University? If so, what course and year of study are you undertaking?

5. Do you have any convictions, cautions, reprimands, or final warnings we should take into account when applying for a DBS check?

6. Do you have any access requirements or needs that we should be aware of when considering your application and inviting you to interview?

Candidates will be shortlisted based on cover letter and CV.

**Further Information**

We will be completing the shortlisting process as soon as possible following the closing date, and aim to let you know as soon as we can. Please note however that due to the number of applications that the students’ union receives for placement opportunities, we are unable to offer personal feedback on applications. If you are invited to interview, you will receive any interview feedback prior to this. If you need any additional information or if you would like to speak to someone about your application please contact the Community Partnerships Coordinator, Sally Bernard, at s.bernard@mdx.ac.uk or 020 84115009.