

Senior Stewards – Freshers’ Fair 2011

About the event

The Freshers’ Fair is a three-day event run by OUSU that allows over 400 student clubs, teams and societies to showcase their work to an audience of around 10,000 visitors. The event is supported by a team of around 150 Volunteer Stewards, who check tickets, hand out Freshers’ Packs, monitor attendance and generally help ensure that the Fair is a safe and enjoyable time for everybody involved.

In addition to these volunteers, we are recruiting six Senior Stewards to work throughout Freshers’ Week, assisting the Fair Organiser and Sales Account Manager and overseeing the work of the Volunteer Stewards. Your main responsibility will be ensuring the Health and Safety of the attendees at the fair and their safe evacuation in case of an emergency.

Details

- Reports to Freshers’ Fair Organiser and Sales Account Manager
- Responsible for Volunteer Stewards
- Must be available from Monday 3rd October to Friday 7th October. The hours of work will be negotiated with successful candidates.
- Location: The Examination Schools, High Street, Oxford and other areas as specified to by the Freshers’ Fair Organiser, Sales Account Manager or CEO
- Rate: £7.50 per hour
- Positions Available: Six

Responsibilities

Each of the six Senior Stewards will be in overall charge of one area of the Exam Schools or the Commercial Marquee in which their responsibilities will include, but will not be limited to:

- Safe Evacuation of attendees in case of Emergency
- Overseeing the deployment of the Volunteer Stewards.
- Resolving queries from Stallholders and Volunteer Stewards, and referring these to the Fair Organiser where necessary.
- Being familiar with the Stallholder Regulations and aspects of OUSU and University policy which relate to the Fair and offering guidance and interpretation of these to Stallholders, and enforcing them where necessary.
- Ensuring a safe flow of visitors through their designated area at all times and signalling any potential problems to Stewards in adjacent areas.
- Supervising the arrival, set-up, departure and clean-up of stallholders from their designated area.
- Liaising with commercial stallholders and OUSU staff.
- Completing any other reasonable tasks assigned by the Fair Organiser or their nominated representative.

Person Specification

Applications for the four posts will be judged against the criteria below:

Essential

- Experience of managing people
- Ability to work under pressure
- Good communication skills

Desirable

- Experience of working at or managing events
- Familiarity with Freshers' Fair as either a Volunteer Steward or a Stallholder
- Experience of working with University clubs, teams or societies

How to apply

Please e-mail a CV and a covering letter of no more than 500 words explaining why you would make a good Senior Steward to stewards@ousu.org with the word 'Senior Stewards' in the subject line.

Final deadline for applications is 12.00pm, on Friday 16th September.

All applications will be reviewed and shortlisted candidates will be contacted to arrange an interview, either in person or by telephone, by close of play on Monday 19th September.

More Information

If you would like any more information about the event, please consult our website at www.oxfordfreshersfair.org

For any questions about the job, please contact the Fair Organiser, Karen Irving at fair@ousu.org