

## Job Shop Talent Pool Application

The Job Shop are looking for students from a wide range of courses and backgrounds, to support the University and external partners in supplying temporary resources.

We offer flexible opportunities with excellent pay rates, typically from £9.14ph,

By joining the Job Shop talent pool, you will have the chance to work on various hourly paid assignments, which mostly fit around your studies. You will gain valuable work experience, demonstrating team work, independent working and leadership, communication, and some work based learning. You could also acquire new skills along the way, which will all boost, not only your confidence, but your CV and employability prospects.

You will also have the opportunity to meet and network with other students studying a wide range of courses across our University, gain great job satisfaction in helping your University by showcasing the skills and talent you have already learnt whilst studying.

Examples of roles we offer, please note this is not an exhaustive list, plus, we often get the obscure:

- Student Ambassador
- Administration
- Web Design / IT helpdesk
- Reception / Switchboard
- Telesales
- Marketing / Promotions / Events
- Translation

In order to apply for the talent pool, you will need to fill in an application form. This can be found via the below link (CVs, alone will not be accepted). **Please note we cannot give individual feedback on any unsuccessful applications, but will offer advice on where to go to for further support.**

If your application has been accepted as a potential pool member, you will be notified after the closing date and as part of the application you will be asked to provide details of two referees who will then be automatically be contacted.

Once you have been notified of your successful application and the return of satisfactory references, you will be invited to book in to a short registration interview, which must be completed within 12 weeks of the advert closing date. At this meeting we will require copies of ID, bank details and any right to work documents you require, these must be originals, not copies or scans.

Disclaimer:

Job shop works on an agency style model. We cannot guarantee the amounts of work or hours you will receive through us, we automatically skills match potential students from the pool to roles as they become available, and offer on a first come first serve basis. We also reserve the right to suspend or cancel your registration immediately at our reasonable discretion without liability to you.

### Application link

If you have any questions please email [jobshop@leedsbeckett.ac.uk](mailto:jobshop@leedsbeckett.ac.uk)

## Job Shop Talent Pool - Person Specification

Job Title: Job Shop Talent Pool member

Hours: Flexible to fit around your studies payment: Typically from £9.14ph

Directly responsible to: Job Shop Team

Eligibility: All applicants must be current Leeds Beckett University students or Alumni (must have graduated within the last five years) at Leeds Beckett University in order to apply

Purpose of Job:

The Job Shop are seeking flexible enthusiastic students to enter our talent pool to service the staffing and resource needs of peak demands here in the University, we also provide a service to local businesses placing students in relevant jobs enhancing employability and helping gain essential workplace experience.

The Job Shop predominantly supplies workers into University casual positions, to flexibly meet peak requirements on staffing demands. Our Student Talent pool also play a key role in supporting all of our events across campuses and accommodation sites, offering a wide range of roles to successful applicants to enhance their employability and CV.

The Job Shop works on an agency style model, but is not for profit, and is owned and run by Leeds Beckett University.

		Essential	Desirable
Experience	1. Currently a student at Leeds Beckett University or Alumni within 5 years of graduation	★	
	2. Experience of supervising others		★
Knowledge	3. Some paid work Experience		★
	4. Some voluntary work Experience		★
	5. IT Literacy in Microsoft suite and / or other applications		★
Skills & Competences	6. Excellent inter-personal and communication skills	★	
	7. Ability to work independently and as part of a team	★	
	8. Excellent organisational skills	★	

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The closing date for applications is midnight, Monday 31<sup>st</sup> October 2016. Applications received after this time will not be considered.

If you have any questions, please contact: The Job Shop Tel: 0113 812 5970 or Email:

[jobshop@leedsbeckett.ac.uk](mailto:jobshop@leedsbeckett.ac.uk)