

## Join the aparto team as an Events and Content Assistant

Do you have a flair for creating events to build a vibrant student community at your residence? Are you social media savvy, a promoter, a planner, and a team player? Then we would love to hear from you!

### What's Involved:

This is an awesome opportunity for you to build a strong community network at your residence, to develop your events management, marketing, communication & social media skills - all to enhance your CV! You'll work closely with the marketing and the on-site teams, where you will be mentored and coached on how to plan and execute a range of in-person events, while building a strong student community.

### You will be responsible for 3 key areas:

#### 1 - Community-building

Being the friendly representative for students staying with us at the residence, so you can get to know the different interests of students living in your residence and be a point of contact. Building strong communities for residents through events, forums and interest groups. You will have an active presence on the residence Facebook Group, to support the promotion of events, Competitions, adding your local community knowledge and other exciting activities happening around the area. We also encourage you to be an aparto brand champion within your university and to strengthen the aparto profile through uni society collaborations & fairs.

#### 2 – Events

You will be responsible for planning and coordinating the events & wellbeing programme, with the support and direction of the Head of marketing, marketing executive and residence team. The events will be shaped on our 5 aparto key pillars: **close communities, self-discovery, cultural experiences, wellbeing and skills boosting**. Creating a monthly plan to promote events in advance, through the right communication channels; posters, flyers, Facebook Groups, social media, speaking to your fellow residents and liaising regularly with the marketing & residence team to support any event logistics and feedback. You will also work closely with the marketing and residence teams to monitor the monthly event budgets.

#### 3 – Social media, video, blog content

You will collaborate with the wider ECA network to create engaging social media content to support the marketing teams social media strategy. Whats expected: photos of events, videos, Instagram reels, TikTok videos & blogs for the website.

## Key skills and requirements for the role:

We'd love to hear from you if you are a team player and an outgoing individual who is confident in working independently to plan and organise residence events, as well as working well as part of a wider team to implement your ideas. In line with our ECA best practice guidelines we will provide full training to support you in your role.

- Take initiative and deliver events.
- Self-sufficient, determined, and pro-active.
- Good time management and organisation.
- An understanding of social media platforms – Instagram, Tik Tok and Facebook.
- Outgoing, great energy and happy to converse to new people.
- Imaginative, Creative and can bring our events programme to life.
- Approachable, good communication skills and easy going.
- Required to attend the monthly ECA forum – with all UK & IE ECAs and the aparto marketing team to discuss events and social media for the month.
- Delivering regular content to the marketing team. (Instagram, TikTok, Facebook & Blog)
- Hosting weekly events within your aparto residence.
- Provide a monthly report with amazing photography and feedback from residents.
- May be required to help site teams with distributing posters, flyers around the building or to help with other small tasks.

## Working hours:

Working hours are from **6 hours per week**. Hours may differ, depending on business needs

## How to apply:

To apply, please send us:

- Your **CV**
- A short **cover letter** telling us why you are the right person for the job
- A suggestion for a **welcome event you would plan** and how you would promote this event to your fellow residents.
- A **Tik Tok Video** of something that represents your local area or culture.
- Please send the above details (and mention the **residence** you have booked) to: **hello@apartostudent.com**

**If you have any questions, please contact us on: hello@apartostudent.com**