

# CANDIDATE PACK

## Zone29 Community Intern

Alumni and External Engagement, Business  
Engagement and Graduate Futures Directorate



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives - doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

### GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, Contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### College of Creative Arts and Technologies

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement and Graduate Futures Directorate
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Digital and Technology Services
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services
- Research and Knowledge Exchange Office
- Graduate School
- Learning Innovation and Digital Engagement



# JOB DESCRIPTION

**Job Title: Zone29 Community Intern**

**Reports to: Zone29 Community Officer**

**Department: Alumni and External Engagement, Business Engagement and Graduate Futures Directorate**

**Grade: NG2**

## ROLE PURPOSE

The Zone29 Community Intern supports the Zone29 Community Officer in the day to day running of the new Zone29 building. This role helps manage room bookings, general administration, and the smooth delivery of community events and activities. The Community Intern will be a welcoming presence in the space, assisting visitors, supporting event hosts, and ensuring the building remains an organised, vibrant and inclusive hub for the UoW community. They will play an active part in creating a positive experience for everyone who uses Zone29.

## PRINCIPAL ACCOUNTABILITIES

1. Provide day-to-day support for the smooth running of Zone29 events and activities, including being present in the space to assist colleagues, visitors and event hosts where required.
2. Provide welcoming tours of Zone29 to colleagues, external contacts and other stakeholders who wish to learn more about the space and its purpose.
3. Assist the line manager with responding to relevant enquiries received through the Zone29 and Collaborate inboxes, ensuring messages are handled in a timely and professional manner.
4. Support the administration of space bookings through the HubStar Connect system, helping to ensure rooms and facilities are booked accurately and efficiently.
5. Assist the line manager with preparing and sharing reports on building use with relevant stakeholders, as requested, to support effective monitoring of Zone29 activity.
6. Maintain digital signage and website listings for Zone29, helping to promote upcoming events, activities and opportunities taking place in the building.
7. Log tickets with relevant internal teams where operational or facilities issues arise, and support follow-up to help ensure they are resolved appropriately.
8. Assist with the administration of contracts and related documentation for external use of Zone29, under the direction of the Zone29 Community Officer.



9. Support the Zone29 Community Officer and wider Employer and Industry Engagement team in the day-to-day delivery of Zone29 activity, as required.
10. To carry out other duties appropriate to the grade, as required by the line manager.

## CONTEXT

The Zone29 Community Intern is based in the Alumni and External Engagement team in the University of Westminster's Business Engagement and Graduate Futures Directorate.

### About the Business Engagement and Graduate Futures Directorate

The Business Engagement and Graduate Futures Directorate leads on the University's employability, alumni and business engagement strategy and operations. The Directorate is responsible for the launch and successful operation of Zone29, a centre for enterprise and career success which will transform student outcomes and external engagement.

### Our strategy

Colleagues in the Business Engagement and Graduate Futures Directorate work closely with academic and professional service colleagues to deliver relevant parts of the University's Being Westminster strategy as well as the University's Business Engagement Strategy, Employability Strategy, Research and Knowledge Exchange Strategy and Apprenticeships Strategy.

The Directorate makes an important contribution to improving the University's Graduate Outcomes performance, a national survey which monitors the career destinations of UK higher education leavers. Our work also supports the delivery of the University's Access and Participation Plan (APP), ensuring Home students from disadvantaged backgrounds have equal opportunities to access, succeed in and progress from higher education. In addition, the Directorate's delivery of careers and enterprise activities in the curriculum contributes to the Teaching Excellence Framework, which measures the University's quality of teaching. Activities within the Directorate include short courses, apprenticeships, careers and enterprise support, alumni relations, employer engagement and management of the Zone29 building.

### About the Alumni and External Engagement team

The Alumni Communications Intern is part of the Alumni and External Engagement team which builds relationships with a global community of alumni, employers and external partners to support the University's strategic objectives, with a particular focus on giving our students careers and enterprise experience as extra-curricular activities and as part of their course. The team delivers a wide range of engagement activities including communications, events, mentoring, stewardship, volunteering, insight and advisory opportunities and recognition programmes. The team provides support to students to build connections with alumni and external supporters, and to colleagues to bring alumni back to the University to support learning and teaching.



The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others

## DIMENSIONS

The post-holder will be based at the University's Zone29 site but will be expected work at other sites when necessary.

Please note, this role will involve supporting some events which happen in the morning (from 8am) or in the evening (up until 8pm).



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- Educated to GCSE level including a grade C or above (or equivalent) in English.
- A degree from the University of Westminster

## TRAINING AND EXPERIENCE

### Essential

- Experience supporting events, including assisting with logistics, and providing general operational support.
- Strong communication skills with the ability to respond promptly, clearly, and professionally to enquiries via shared inboxes.
- Experience of general office duties including reception duties, dealing with
- telephone, written enquiries and office filing in a timely and professional manner.
- Excellent IT skills including a good working knowledge of MS Office and an aptitude to use a range of different I.T systems.
- Basic website content management skills, such as uploading events or updating information.

### Desirable

- Experience using digital systems or booking platforms, with the ability to learn tools such as HubStar Connect quickly.
- Experience working in a student support department or related service.
- Administration experience within a team environment and/or front-line work with students and other stakeholders.
- Competence in producing, formatting, and sharing reports with a range of internal and external stakeholders.



## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

- Ability to understand and prioritise customer needs.
- Excellent interpersonal skills and ability to establish good working relationships with colleagues, students and external contacts.
- Ability to maintain a high level of attention to detail, ensuring information is accurate, timely, and clearly presented.
- Good organisational skills, with the ability to manage multiple tasks, prioritise effectively, and work to deadlines.
- Approachable and confident in making others feel welcome, comfortable and included.
- Comfortable working as part of a busy team.
- Must be flexible to adapt to an ever- changing environment.
- Fully committed to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment, sexual misconduct, discrimination and victimisation are neither tolerated nor acceptable.



# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to register as a candidate and complete your online application.

You will be requested to upload a CV which will be used to populate relevant sections of your application. You will also be requested to complete a concise statement in support (ideally no longer than 1000 words), addressing the criteria in the Person Specification and your motivation for applying.

**The deadline for receipt of applications is 11.59pm on 4<sup>th</sup> September 2026**

**Interviews will take place on 10<sup>th</sup> / 11<sup>th</sup> September 2026.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





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