



Highlands and Islands
Students' Association

MORAY STUDENT INTERN (FIXED TERM)



www.hisa.uhi.ac.uk



The Highlands and Islands Students' Association

The Highlands and Islands Students' Association (HISA) is the democratic voice for students across the University of the Highlands and Islands (UHI), representing learners at every level of study—from further education and apprenticeships through to undergraduate and postgraduate programmes. Our representation spans the full breadth of the UHI partnership, working closely with ten Academic Partners to ensure students are supported, included, and empowered wherever and however they study. These partners are:

- UHI Argyll;
- UHI Inverness;
- UHI Moray;
- UHI North, West & Hebrides;
- UHI Orkney;
- UHI Perth;
- UHI Shetland;
- Highland Theological College;
- the Scottish Association for Marine Science (SAMS); and
- Sabhal Mòr Ostaig

Students within our community engage in learning through a wide variety of modes and locations—on campus, online, in the workplace, and via blended approaches—reflecting the unique geography and diversity of the UHI area. Because our students' experiences are so varied, it is vital that we hear and amplify every voice. HISA is led by an Executive Committee of student officers who are elected annually to serve in a range of portfolio roles. They are supported by a dedicated staff team that provides the administrative, operational, and policy expertise needed to turn student priorities into meaningful action and positive change.

The Highlands and Islands Students' Association

HISA is registered charity and company limited by guarantee.

Altogether, we are a team of around thirty people working across the UHI area. Some of us are full-time and others part-time, but all are united by a commitment to enhancing the learning experience and championing the interests of all UHI students.

We also have a strong commitment to equality and diversity. HISA are proud to uphold fair employment standards as a Real Living Wage employer and to promote inclusive recruitment and progression as a Disability Confident Employer.





About UHI

The University of the Highlands and the Islands (UHI) is a university made up of 10 academic partners which provides both further and higher education.

UHI is a diverse and flexible partnership serving our communities and connected to their needs. Our greatest strength is the diversity and flexibility of our partnership, and this empowers us to deliver more.

UHI offer flexible and supported learning from access level to PhD, which suits more people at more levels for more reasons.

UHI has 26,000 students and is proud of our unique place and deep roots in our communities, and this makes our teaching and research more connected to their needs.

Further information about UHI can be found on their website:

www.uhi.ac.uk





What students think about HISA

HISA has had a very successful couple of years, delivering services and satisfaction to students. This satisfaction is demonstrated via its National Student Survey satisfaction score which has risen from 67% to 77% in the past 2 years, and a significant increase in student membership of our clubs and societies and student involvement in representation.

"As a UHI student, I have found HISA to be of invaluable benefit. HISA have supported in helping me found new 'student led' groups - improving the future development of interdepartmental collaboration, cross-campus connectivity, plus the wider community involvement of these projects - which has been hugely appreciated."

"HISA has been unbelievably helpful to us in getting our new club up and running, from patiently walking us through admin processes to generously granting us funds. Thanks to their help, we've been able to host social events and author talks and join the Scottish Association of Writers, which has opened numerous doors to all of our talented fledgling writers. Only one year in, UHI Scribblers has already become an incredible academic and social resource for students of all years. Thank you, HISA - you're making a big difference!"

"HISA's continued support for queer/trans students during our current period of turmoil has made me feel safer to be involved in the student community - I am so grateful for their openness and kindness."

MORAY STUDENT INTERN

The role of the Moray Student Intern is to provide fixed term cover to support our student engagement work at UHI Moray, which is one of our university's largest sites. This will be done through communication with students, elected Student Officers, college staff, HISA colleagues and external stakeholders to further the improvement of the student experience.

As one of the faces of the Students' Association at UHI Moray, the postholder will be required to be based in our office at the Moray Street campus. They will be a point of contact for students' association activities in UHI Moray, working with colleagues elsewhere in the HISA team at other locations.

Tasks will include working with our elected Student Officers and course-level Student Voice Representatives to help them make change in the student experience, supporting our many student clubs and societies, helping students to organise events and campaigns, signposting students to the right kind of help, and working with a range of staff at the campus to support the student voice in decisions.

This post is 14 or 21 hours per week, over the second term ending at Christmas 2026.



Main Responsibilities

Key duties

1. Working with others, a presence in the HISA Moray team's main office.
2. Contributing to making the AyePod a welcoming presence for students' queries and community building.
3. Provide on the ground support to the Depute President.
4. Promote clubs, societies, networks, events and other participation opportunities through HISA at UHI Moray.
5. Provide support to the SVR system, dealing with administration, queries and meetings.
6. Deal with basic student queries and signposting, flagging up or redirecting to others within HISA or UHI Moray.
7. Be an on the ground point of liaison and communication for UHI Moray staff.



Main Responsibilities

General duties

The exact responsibilities will change from time to time and the postholder is required to undertake any additional duties are deemed appropriate to the role.

All employees are expected to work within the ethos of the students' association and strive to achieve the following:

1. Be enthusiastic advocates for student leadership and the organisation's values: Student-driven; Supportive; Sustainable; Inclusive.
2. Promote a positive and professional image of the Association to its members, customers, stakeholders and other external organisations.
3. Actively engage in student-facing projects and activities of all kinds as required.
4. Work at all time within relevant legislation as well as structures, policies and procedures.
5. Work co-operatively with other Association staff and Student Officers as appropriate, as well as relevant organisations.
6. Adhere to the highest standards, especially of customer service and safety.
7. Undertake necessary training and development and to attend all meetings as requested.
8. Positively contribute to the organisation's ethical and environmental ethos.
9. It may be necessary for the postholder to work out of hours on occasion e.g. to cover events and extended office opening hours. A system of time off in lieu will operate to cover this.
10. Occasional travel to other UHI campuses might be expected.



Person Specification



The successful candidate must be able to demonstrate all the essential criteria.

Qualifications, training and experience

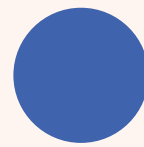
Essential Criteria	Desirable Criteria
• Be a current UHI student registered at or regularly attending UHI Moray. • Educated to a good standard or equivalent experience. • Experience of supporting and working with volunteers and staff.	• Experience of working in Further/Higher Education or with young people • Experience of organising events or campaigns • Experience of working with and supporting volunteers or elected individuals • Experience of working in an office environment • Experience of supporting and working with volunteers and staff

Skills, knowledge and ability

Essential Criteria	Desirable Criteria
• Knowledge of current issues affecting students and Further/Higher Education • Ability to communicate and maintain strong working relationships with a wide range of people at all levels • Ability to present information clearly and concisely either in a written or verbal form • Excellent interpersonal skills including communication, leadership and negotiation with people at all levels • Ability to evidence a good level of IT skills • Experience of working independently and within teams.	• Knowledge of meeting administration, including experience supporting participants to engage; report writing

It is also essential that the successful candidate can demonstrate our values (student-driven, supportive, sustainable, inclusive).

How To Apply



All applications must be made through our online recruitment portal

[Access the application here](#)

This post will close at **on Sunday 11th October 2026.**

Interviews will take place in **at a time to be arranged later in October 2026.** Please indicate in your application if any dates or times in that month are not possible.

If you wish to have an informal conversation about this role please contact:

Simon Varwell, Director of Student Engagement and Representation: simon.varwell@uhi.ac.uk

Further Information

- This post is on Grade 1, £13.45 per hour or £24,480 (FTE) per annum.
- This is a part-time, fixed term role.
- Annual leave entitlement is 28 days plus statutory public/bank holidays as well as a gifted winter holiday break of three to four days each December.
- The postholder will be expected to be based within a reasonable commutable distance of the UHI Perth campus and will be required to travel occasionally to other campuses.

This post undertakes regulated work with children and vulnerable adults, therefore membership of the Protecting Vulnerable Groups (PVG) Scheme is required as a condition of employment. The successful candidate will require to become a member of this scheme prior to commencing employment with HISA. HISA will organise your PVG check for you as part of the onboarding process.

HISA is committed to ensuring that our recruitment process is inclusive and accessible, communicating and promoting all vacancies and offering an interview to applicants with a disability who meet the essential criteria for the post. For more information on the Disability Confident scheme, please visit their website.