



#### University of York Students' Union

Registered in England and Wales.

Charity Number: 1173404 Company Number: 10688097

Registered Office: The Student Centre, James College,  
Newton Way, Heslington, York, YO10 5DD

E: [enquiries@yusu.org](mailto:enquiries@yusu.org)

T: 01904 32 3724

W: [yusu.org](http://yusu.org)



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Part Time Door Supervisor Staff Member</b>
<b>Reporting to:</b>	<b>YUSU Doorsafe Security Manager</b>
<b>Place of Work:</b>	<b>Most of the time YUSU licenced venues, occasional off campus venues</b>
<b>Hours of Work:</b>	<b>Zero hours contract giving you flexibility to work around your studies</b>
<b>Salary:</b>	<b>£9.90 per hour</b>

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### Introduction

Doorsafe is an on-campus security service delivered by the Students Union. It has developed in response to the need for specific event focussed security across campus and adheres to the requirements of the security industry authority (SIA) which is the organisation responsible for regulating the private security industry.

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### Purpose of the Role

To assist the Doorsafe team in their application to carry out the licensing law regulations and protect the licensee (YUSU Commercial Services). To ensure that YUSU's Security and Health and Safety standards are adhered to by providing security for events on campus.

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### Requirements

- To work shifts as allocated by the Doorsafe Security Manager, and if unable to do so, to provide a reason as soon as possible.
- To wear the appropriate uniform and safety equipment at all times whilst at work. The Correct uniform consists of:
  - ◇ A smart black shirt (White where specified) or plain black suit trousers
  - ◇ Black coat and/or suit jacket. (Optional) and clean Black shoes.
  - ◇ Ear piece and Radio (Provided by YUSU).
  - ◇ High Visibility Armband (Provided) - SIA badge must be worn visibly at all times that the door supervisory role is being carried out.
  - ◇ Dark clip on safety tie. (Provided)
  - ◇ To complete training as required by the Doorsafe Security Manager: will likely include first aid training, health and safety training, and other refresher courses.



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- To assist with the paperwork generated from events: this may include health and safety reports, incident report forms and other work-related artefacts.
- To monitor other members of staff and to report concerns to the head door supervisor on shift and the Doorsafe Security Manager.
- To work alongside the Bar and event staff to ensure that the event runs as smoothly as possible.
- To ensure a pleasant and safe customer experience.

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### Specifications

In addition to the above tasks Doorsafe personnel are required to maintain professional standards both in and outside of the work environment. This includes:

- Being reliable in all associated tasks.
- Being confident within your role and executing your duties accordingly.
- Being punctual to work and other required events.
- Maintaining high professional standards at all times. Including how you conduct yourselves when not at work.

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### Training

Doorsafe Personnel are required to be SIA trained. The initial training is provided by an accredited SIA company providing training within the SIA guidelines and examinations. Responsible person training, licencing, health and safety, first aid and manual handling training will also be provided.

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### Commitment

Initial training is arranged by YUSU. Therefore Doorsafe personnel are expected to work for YUSU on a regular basis, including all major YUSU events and be available on the weekend of week 0 term 1. Door work for other organisations must be a secondary concern.

### YUSU's Values and Behaviours

To work with us, we expect our staff to uphold our core values and behaviours. These are:

#### **Ambition**

*We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.*

#### **Innovation**

*We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.*

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**Social Conscience**

*We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.*

**Authenticity**

*We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.*

**Partnership**

*We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.*

**As a Disability Confident Employer, we are proud to offer an interview to applicants who meet the minimum essential criteria for the advertised position.**





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## PERSON SPECIFICATION

### YUSU Part-Time Door Supervisor Staff Member

	Essential	Desirable
<b>Education, qualifications and training</b>		
Currently studying at the University of York	*	
Attended door supervisors, training/SIA training		*
First aid training		*
<b>Experience</b>		
Experience within an entertainments field		*
Working within a team	*	
<b>Skills</b>		
Excellent customer service skills	*	
Strong interpersonal communication skills	*	
Ability to handle difficult and or conflict situations	*	
Assertive and strong persuasive skills	*	
Good powers of observation and ability to make decisions quickly	*	
<b>Special requirements</b>		
Be physically fit	*	
Able and willing to work unsociable hours	*	
Able and willing to work at short notice	*	
Empathy for students	*	
Ability to work in a democratic student environment and adopt the values of BSU	*	
Friendly, confident and outgoing	*	
Smart and presentable	*	
Honest and of high integrity	*	