



## **Job Description**

### **COMMUNICATIONS ASSISTANT**

#### ***Vision***

Our vision is to make a difference to every student.

#### ***Mission***

It's our mission for every student to discover new things, build friendships and love your time at ARU.

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#### ***Values***

*We are:*

#### **Inclusive**

We will champion the diversity of our students and their communities.

#### **Challenging**

We push ourselves, the University and students to think and do things differently.

#### **Sustainable**

We will champion wellbeing, equality and justice; make ethical decisions and help to grow a cleaner, fairer planet.

#### **Collaborative**

We are better when we work together.

#### **Creative**

We think outside the box, learn from mistakes and use our imagination.

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## **Job Description**

<b>Reporting to:</b>	Writtle Students' Union Manager and working closely with the Students' Union Communications and Marketing team
<b>Responsible for:</b>	No direct line management responsibility
<b>Salary:</b>	£12.60 per hour
<b>Hours of Work:</b>	Zero-hour contract with flexible hours. Up to 14 hours per week.
<b>Location</b>	Writtle campus
<b>Section:</b>	ARU-Writtle Students' Union

**Purpose of the job**

To assist the Students' Union team on the Writtle campus to promote Students' Union campaigns, services, events and activities.

*Please note this is not a design role, all promotional artwork is designed by the Students' Union's Communications and Marketing team.*

**Key Responsibilities:**

- Maintain a regular schedule of posts on social media, promoting Students' Union campaigns, events and activities.
- Attend Students' Union events and activities to capture photos and video content to use in future marketing campaigns.
- Work alongside the Students' Union's Social Media Coordinator to create social media content as needed.
- Liaise with the Writtle Outlet Manager to coordinate Students' Union events in The Baa.
- Maintain a library of images for use by the Communications and Marketing Team.
- Working with the Communications Coordinator to prepare content for the Writtle Students' Union newsletter
- Assist in the submission of design requests.
- Carry out on site promotion of events and activities around campus, including assisting with pop up stalls and displaying posters and promotional materials
- Attend meetings with the Communications and Marketing team to stay up to date with planned marketing and communications for the Writtle campus and to contribute future ideas. The meetings will take place once a month and can be scheduled around your studies. Attendance is not compulsory but is recommended.

**Other**

- Undertake all activities in accordance with the Students' Union's equal opportunities, health and safety, environmental and staff protocol policies.
- Carry out any other duties or projects as may be assigned to the post-holder by the Students' Union and which are reasonably consistent with the position. These may take place throughout the year.
- Support the Students' Union's environmental policy.

***What we're looking for:***

- A genuine interest in marketing and communication.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relationships with different teams across the Students' Union.
- Effective organisational skills.
- Familiarity with major social media platforms.
- Comfortable working in a dynamic environment.
- Open to feedback and willing to adjust plans as needed.
- Proactive in suggesting ideas and taking ownership of tasks.
- A team player who enjoys working with others to achieve shared goals.
- Excitement about working for the Students' Union and contributing to projects.

**You will develop these skills in this role:**

- Teamwork
- Interpersonal skills
- Customer service
- Verbal and non-verbal communication
- Problem solving
- Decision making

**Benefits of the role:**

- Living Wage Accredited hourly pay
- Uniform & badge provided
- Flexible working hours
- Fixed term role that may lead to further employment opportunities within the SU.
- Develop team building, interpersonal and problem-solving skills.
- Great networking opportunities.
- Meet new people and make new friends.
- Training opportunities, such as Fire Marshalling & First Aid.
- Building interpersonal skills.

The Students' Union expects all staff to participate in any training programme, meeting or conference considered relevant to your job. The Students' Union expects all staff to participate in, and take ownership of their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Fresher's Fair, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.