

Student Designer

**Job Description**

Section 1

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| **Job title** | Student Designer |
| **Reporting to** | Designer |
| **Key relationships** | Students’ Union and University staff, full-time and part-time officers, external stakeholders (including GK Unions). |
| **Salary** | £10.71 per hour paid fortnightly plus £1.29 per hour holiday pay |
| **Hours of work** | Minimum 14 hours per week, flexible. |
| **Contract type/length if applicable** | Student Staff |
| **Purpose of the post** | To support the Designer in any aspect of his work as required.  Authority and direction is delegated from the Union’s Trustees, via the Chief Executive. |

Section 2: Duties and Responsibilities

**Communications**

1. Support day-to-day communications and marketing activities.
2. Following briefs, create posters, leaflets and other communications as required.
3. Assist with filming and editing brief promotional and reporting videos for SU events and general marketing.
4. Assist with the maintenance and development of the website.
5. Work with the Membership Services, Full-time Officers and Commercial Services teams to ensure that their needs are met in a timely manner.
6. Provide administrative support for the Designer as required.

**Other duties**

1. Maintain awareness of other organisations’ relevant activities, and of developments in the various relevant sectors.
2. Attend appropriate training, events, conferences and meetings as required.
3. Undertake other tasks and responsibilities compatible with the level and nature of the post, as required by the Designer.
4. Adhere to the GSU Constitution, policies and procedures at all times, including the Equality and Diversity Statement and the Health and Safety and Sustainability Policies.
5. Contribute to the positive image of the SU with students, the University, the local community and other relevant organisations.

Person Specification: Student Designer

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| **Skills and Experience** | **Essential** | **Desirable** |
| Ability to produce communications in hard copy and digital to briefs and to tight deadlines. | X |  |
| A solid background using applications from the Adobe Creative Suite. | X |  |
| Working with HTML and CSS. |  | X |
| Filming and editing good quality videos. |  | X |
| A solid understanding of Social Media, online marketing and communicating for campaigns. |  | X |
| Using and understanding an online content management systems |  | X |
| Good awareness of the SU environment and understanding of today’s students | X |  |
| Experience of communicating effectively to different audiences | X |  |
| Experience of coordinating groups and individuals, working alongside them to achieve defined objectives. |  | X |
| Experience of contributing in Higher/Further Education, a Students’ Union, a Membership Organisation or in a similar organisation |  | X |
| **Personal Attributes** |  |  |
| Ability to follow instructions carefully and make amendments to work effectively when needed | X |  |
| Ability to deal politely with staff working to tight deadlines | X |  |
| Strong organisational and planning skills and good time-management skills | X |  |
| Good interpersonal skills in a variety of roles | X |  |
| Excellent written and verbal skills |  | X |
| Ability to be a self-starter and to work independently or as part of a team | X |  |
| Ability to manage a varied workload | X |  |
| Commitment to the principles and practice of equal opportunities and to working in a diverse workplace | X |  |
| Adhere to SUUG policies (inc Health and Safety and Sustainability) at all times | X |  |