

JOB DESCRIPTION

Vacancy Ref: N1844

Job Title:	Communications Assistant	Present Grade:	4
Department/College:	Students' Union		
Directly responsible to:	Communications Manager		
Supervisory responsibility for:	Student staff as directed		
Other contacts			
Internal: Student Union Staff and officers, students, customers of the Union and University staff			
External: Potential students, local community, design and print agencies.			
Major Duties:			
<ol style="list-style-type: none"> 1. To ensure the effective communication of information, promotions and campaigns through the Union's media channels e.g. electronically, mailings, in print and direct contact. 2. To support the coordination of a student staff team to carry out promotional distribution and activity as required to promote the students' union and support its effective operation. 3. To carry out market research activities e.g. distribution of questionnaires, feedback forms, recruiting students for focus groups. 4. Write promotional copy for websites, e-newsletters and social media. 5. Maintain and proactively update elements of the website and social media. 6. Capture photography that refreshes the existing catalog of images and support our activity. 7. Support a range of union events such as introweek, and open days, and housing talks. 8. Support the co-ordination of design and print work with the Graphic Designer and external design agencies following briefings from the Communications Manager. 9. To carry out administrative duties to ensure the successful operation of the union's communications. 			
In addition to the above			
<ol style="list-style-type: none"> 10. Adhere to the Union's environmental, sustainable and ethical policies. 11. Any other duties as may reasonably be required by the Chief Executive Officer or delegate, consistent with the grade of the post. 			