

JOB DESCRIPTION

Job Title	Representation Communications Assistant
Salary Range	£13.45 per hour
Hours of work	7 hours per week
Reporting to	Representation Specialist through to Representation and Democracy Manager
Purpose of the Post	Responsible for: working with the Representation team to deliver the assigned objectives of the Representation function

ROLE SPECIFIC DUTIES

- A strong understanding of Social Media, particularly platforms such as Instagram and TikTok, how to edit videos and understand engagement and algorithms.
- An ability to undertake a broad range of creative tasks, including writing articles, graphic design, photography and video.
- Practical understanding of how to promote Representation activities through various means of communication.
- Confident in communicating with relevant stakeholders to gain necessary information.
- To keep on top of emails, Instagram, and LinkedIn messages
- Supporting the representation team with outreach and normal function activities

GENERAL DUTIES

- At all times staff are required to work collaboratively with colleagues and elected student representatives across the Union.
- All staff are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All staff are individually and collectively responsible for working to the Union's values.
- To ensure that stakeholders' expectations are exceeded, whenever possible staff will be required to support the gaining of and acting on feedback as part of day to day activity.
- The Union considers regular and ongoing personal development/training as essential to role delivery and Union development. It is expected that staff undertake any such development/training offered as is reasonably practicable.
- The nature of the post will, at times, require additional commitment for other Union Wide events and projects.
- All casual staff are reminded that any hours/shifts offered to them are not compulsory. Casual staff are able to reject an offer of work if they are unable to complete it.

SKILLS REQUIRED

Technical Skills	A competent user of IT, particularly Microsoft Office suite, Google Drive, Canva, Instagram, and LinkedIn and any editing software
Communication Skills	Evidence of commitment to strong customer service standards, and able to talk to stakeholders on multiple platforms
	Highly motivated, energetic, enthusiastic and able to work in a team
	Comfortable with delivering sessions and engaging with students
	Excellent verbal and written communication skills, with the ability to relate to people at all levels
Organisation Skills & Work Ethic	Outstanding organisational skills, including excellent attention to detail
	A proactive, flexible and adaptable approach to work
	A commitment to working in a fast-paced environment

I _____ (*print name*), by signing below, agree with the above Job Description

Signed: _____ **Date:** _____