



London Met Students' Union

Job Title: Student Design & Communications Assistant

Salary:	£13.44/hour including holiday pay
Hours	Zero-hour contract (Approximately 10 hours/week during term time and can be adjusted depending on study schedule and organisational needs)
Report to:	Communication & Marketing Coordinator
Responsible for:	

Job Purpose: To support the general operation of the Communication & Marketing department and provide administrative and operational assistance to the Students' Union in its regular activities as well as campaigns and events

Main Duties and Responsibilities:

Graphic Design

- To produce graphic materials for all SU communications (e.g. posters; document, email and newsletter illustration; screen display; social media content; event and branding assets)

Social Media & Website

- To support with producing and scheduling content for LMSU social media channels (Facebook, Instagram, X and potentially LinkedIn and Threads/Whatsapp), as well as updating information on the LMSU website

Administrative, Operational & Event Support

- To execute various administrative and operational tasks in organising SU activities, campaigns and events

Miscellaneous/ Other Duties:

- Act as an ambassador for the SU, promoting a positive image, in everything that you do.
- Attend meetings and training events as required to aid SU and personal development.
- Undertake training and develop specialist knowledge in appropriate areas.
- Comply with and promote the environmental and sustainability policies and practices within the SU.
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with all colleagues and activities. This may involve undertaking duties in support of the activities and services of other areas of the SU.
- Carry out all duties in accordance with the SU policies designed to protect members of staff or students from harassment. It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it.
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the SU and University Health and Safety Policies, Codes of Practice and local arrangements.

- Co-operate with the line manager or any other person with specific responsibility for health and safety, to enable the SU's and University's responsibilities under the Health and Safety at Work Act to be performed.
- Demonstrate a commitment to working in a democratic environment.
- The SU will require the appointee to undertake a Disclosure and Barring Service (DBS) Check prior to employment commencing. The DBS clearance will be sought by the SU.
- The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required.
- The job holder may undertake other duties of a reasonable nature, as may be determined by the postholder's line manager from time to time, in consultation with the postholder.
- The Job Description may be subject to amendment from time to time after discussion with the post holder.
- This job description does not constitute part of the contract of employment.

Review Clause:

This is a description of the job as it is presently constituted. It is the SU's practice to periodically examine job descriptions and to update them to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes. This procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. When a manager seeks to amend or vary the job description it will seek to do so with the agreement of the employee, giving consideration to any representations s/he may wish to make. Where agreement is not possible, the manager will confirm the changes to the job description to the employee in writing, together with the date on which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means is appropriate. Where changes are made to a job description, consideration will be given to whether the post should be subject to re-evaluation depending on the extent and scope of the changes.

Personal Specification

Attributes	Relevant Criteria	How Identified	Rank
1. Relevant Experience	Experience in designing branded graphic assets for events and organisational communications	CV, portfolio and test	Desirable
	Experience in creating social media content		Desirable
2. Education and Training	Current student at London Metropolitan University	CV and provision of student ID number	Essential
	Currently studying a degree programme related to graphic design, media, marketing or communications	CV and interview	Desirable
3. General & Special Knowledge	Knowledge of Microsoft Office, OneDrive and Microsoft Teams	CV, test and interview	Essential

	Knowledge of Adobe Photoshop, Adobe Illustrator and Canva	Portfolio, test and interview	Essential
	Knowledge of Adobe InDesign and Adobe After Effects	Portfolio and interview	Desirable
	Basic understanding of Meta Business Suite or equivalent social media management tools	CV and interview	Desirable
	Basic understanding of the design elements of Mailchimp	CV and interview	Desirable
	Understanding of the culture of London Metropolitan University and wider social culture, especially trends in design, social media and student life	Portfolio, test and Interview	Desirable
	Able to deliver precise and appropriate written and verbal communications	Test and interview	Essential
4. Skills & Abilities	Ability to work both independently and as part of a team	Interview	Essential
	Ability to relate to and actively communicate with people at all levels		Essential
	Able to produce accurate work to SU deadlines		Essential
	Organised in their approach to work		Essential
	Good work ethic and willingness to learn		Essential
5. Equipment and Software	Computer/Laptop suitable enough to do design work on, and enough storage		Desirable

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a shortlist.