

# Communications Assistant Job Description

Zone	Central - Communications
Reports to	Student Voice and Communications Manager
Hours	Flexible - normally between 4 - 8 hours per week

## Purpose of the job

Surrey Students' Union is the sole representative body for University of Surrey students. We represent over 16,000 students at every level of their university experience, led by a team of elected student representatives and a dynamic staff team. The Union's Communications Team is responsible for ensuring students are aware of the purpose, activity, and achievements of the Students' Union. We do this through several student-facing communications channels, including social media, weekly newsletters, and our Union website.

We're looking for two creative and passionate part-time Communications Assistants to join our team. This role is an exciting opportunity to create engaging written and visual content for the Union's communications channels. This role also involves keeping up with current trends to grow and keep our audiences engaged, especially on social media, and to share engaging stories about student life!

## Key Responsibilities

- To work with the Communications team to suggest and create engaging student-focused content to be posted on the Students' Union's channels, primarily through our social media channels.
- To attend, capture, and post content from Union-run events, including some evening and weekend events or trips when required.
- Work with the Union's elected officer team and our Union volunteers to share their stories in creative and impactful ways to engage students in the work of the Students' Union.
- Create engaging and accurate website content (including news articles), working with relevant Union staff when content needs updating or requires staff expertise.
- Remain engaged with current and appropriate trends and styles to support the creation of engaging content, primarily for social media.
- To assist with the general administration of the Communications team including liaising with staff and students via email when required.
- To work with the wider Union staff team to support the communication of their projects and key messages to ensure students are aware of the opportunities open to them, and ongoing Union campaigns.

## Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
<b>Qualifications</b>				
Relevant A-Levels or equivalent, eg. English, Media and Communications, or Art & Design		X		X
<b>Experience</b>				
Experience of working in a busy member or customer focused organisation		X	X	X
Experience of using social media platforms to publish engaging content	X		X	X
Experience of writing for different audiences for a variety of platforms or channels		X		X
Experience in photography and/or videography		X		X
<b>Knowledge</b>				
Knowledge of current trends and communications techniques to increase reach and engagement		X	X	
<b>Skills</b>				
Excellent administration and organisation abilities with strong attention to detail	X			X
Competent IT skills – Microsoft Office, e-mail	X			X
Able to manage own workload, time and priorities to deliver tasks to agreed deadlines	X		X	
Excellent written, interpersonal, and verbal communication skills	X		X	X
Ability to effectively use Adobe Express, Canva, or Adobe CC Suite – InDesign and Photoshop		X		X
Ability to proofread written content to ensure accuracy and consistency	X			X
<b>Values, attitudes and personal style</b>				
Confident and open style of communication with people from all backgrounds		X	X	
Flexibility and an adaptable approach to work	X			X
Creative and passionate about communicating with students	X		X	X
Highly organised and self-motivated individual	X			X