

JMSU

Liverpool John Moores University

Students' Union

We're Hiring



RECRUITMENT PACK

Graphic Design Coordinator (LJMU Graduate Placement)
Content Marketing Coordinator (LJMU Graduate Placement)

WELCOME

Dear Candidate,

Thank you for your interest in coming to work with us at John Moores Students' Union. This is an exciting time to join us.

We are privileged to support more than 23,000 students every year that come to study at Liverpool John Moores University. Their circumstances, experiences and aspirations are many and varied, but we share a simple vision for them all: that they feel happy and confident, during, and at the end of their time at University.

We are an independent charity and offer a wide range of opportunities, services and support to help students get the most out of their time at University. This covers everything from social activities to making sure everything's going right on their academic course. We have over 100 student groups and all of our work is led by, and in the best interest of, students.

We've recently been through a staffing reorganisation to help ensure that our structure is sustainable and to set up to help us deliver effectively for our students, this means we are ready to tackle the next three to five years of change alongside our students. There are two new exciting opportunities for LJMU Graduates who are interested in a career in design, marketing and communications.

We are looking for people who recognise the Union is student-led and are happy to help empower students to shape their own opportunities and priorities. The successful candidates will not necessarily have a background in students' unions but must share our values of student-led, inclusive, independent and proud, together with an ability to deal with an ever changing and dynamic environment.

We're looking for people who can build on our recent change process to help us unlock the potential already existing within JMSU. Through our student leadership and speaking to students, there is a clear vision for JMSU to become a transformational organisation impacting at every level of the student and University community.

This pack gives some background information about JMSU, as well as outlining our expectations around the new roles and information about how to apply. We hope you are as enthused about these opportunities as we are, and please feel free to get in touch if you would like to discuss them in more detail.



Lila Tamea (JMSU President)



Paul Chapman (Chief Executive Officer)

ABOUT JMSU

We are the Students' Union for all students at Liverpool John Moores University. We're a student-led charity. Although we work closely with them through a variety of partnership activities, we are independent from the University. We're here to welcome LJMU students to student life and ensure that they have the best possible experience whilst they're here.

We do this by helping LJMU students succeed with their course and help them get their dream job when they leave.

We have an entire team dedicated to making sure students achieve the best they can on their course. Whether it's feedback on what's good or what needs to be changed, or if they need some impartial advice, we're here to help them.

We also provide a wide range of student opportunities to help students have fun, build networks and develop their skills and knowledge alongside their course. Students can volunteer with us or gain important employability skills in a range of positions on our student staff team.

OUR STRATEGY

We feel privileged to be on the journey of the 23,000 people that have chosen Liverpool John Moores University to study.

Our vision for all students is simple: that they feel happy and confident, during, and at the end of their time at LJMU.

Our strategy for 2017-2020 sets out how we seek to achieve this aspiration, and defines our:

Vision: Happy, confident students

Mission: We support and empower all LJMU students, connecting them to each other and the world around them.

Values: Student-led, Inclusive, Independent, Proud.

Everything we do is focused on ensuring all our members have opportunities to:

- **Belong** – to a vibrant, inclusive, supportive community of students;
- **Change** – how the educational experience most effectively represents everyone's interests;
- **Succeed** – on their course and in future life, through sharing and upholding great academic practice.

STUDENT COMMUNITIES

Coming to University isn't just about getting a great degree - it's also where students grow and develop, make friends and try new things. JMSU is here to help make this easy for our students.

We support student leaders in running over 100 clubs and societies for students to explore and join. So, whether they're playing netball, baking or want to meet other international students, there's a student group for everyone.

We want all students to know and love this city as much as we do. We support students to plan events across the city and to engage in different schemes that help build community partnerships.

STUDENT VOICE

We're the key link to the University, representing the voice of 23,000 students and helping to improve the quality of their education. If something needs to change, we'll help them to make it happen.

This could be through our online feedback tool or via the Course Rep scheme that we support. Our elected officers are members of important University committees and meetings and work tirelessly to ensure that decisions are made in the best interests of students.

OUR OFFICES

Students can find us across campus and we strive to ensure we have a strong presence around the University campus.

Although JMSU is working from home until the foreseeable future, our main offices are based in the John Foster Building on Mount Pleasant. This is where reception, student opportunities support, advice service and staff team are usually based.

There is an exciting new Student Life Building currently being built, opening late 2020. Being home to the new Students' Union alongside careers, employability, library services and student advice and wellbeing, this accessible space will be where students can gain access to the full range of support and services available across the University.

ELECTED LEADERS

We are a democratic, membership organisation. Four student leaders (Sabbatical Officers) are elected annually by all students to lead JMSU. Our officers for the year ahead are:

Lila Tamea (President);
Megan Hill (VP Community Engagement);
Emily Roxbee Cox (VP Activities);
Tuba Shahzad (VP Academic Quality).

The officer team lead the political and campaigning direction of JMSU and help ensure that our priorities are aligned to students' needs. All four officers are members of our Trustee Board which governs the work of JMSU and makes important decisions about our future. Complemented by a team of Part Time Officers, these students lead our vital Equality, Diversity and Inclusion

campaigns ensuring students are represented and feel a sense of belonging on campus.

KEY STATS AND FACTS

We're an independent **charity**, registered with the Charity Commission.

Our annual turnover is **c.£1.4m** per year. Around £1m of this comes as a grant from the University. The remaining £400k mainly comes from advertising and sponsorship packages with external commercial partners.

We employ a small team of 17 career staff who work on salaried contracts for the Students' Union. These are complemented by a team of student staff that work on an hourly paid basis in a range of roles like reception, marketing and graphic design.

In 2018 over 20% of students voted in our Executive Committee elections and over 1000 students were involved in our student groups and volunteering opportunities during 2018/19.

Over 11,000 students attended our Freshers Fair this year and 92% of students said they had a positive experience. Over 630 students attended our Welcome Week Programme over 18 events during 2019.

Students are 52% satisfied with JMSU in the National Student Survey. This is 4% lower when compared to the overall sector.

Over the last year, JMSU and LJMU supplied free menstrual products in every female and gender-neutral toilet on campus under the joint Period Poverty campaign.



Lila Tamea
President



Megan Hill
Vice President
Community Engagement



Emily Cox
Vice President
Activities



Tuba Shahzad
Vice President
Academic Quality

THE ROLES

We are currently recruiting for the following LJMU Graduate roles:

- **Graphic Design Coordinator** –
Fixed Term, 36-week contract
£17,011 to £18,015 (FTE)
- **Content Marketing Coordinator** –
Fixed Term, 36-week contract
£17,011 to £18,015 (FTE)

Roles usually start at the bottom point of their pay grade, with an opportunity to progress to the next spine point with every year of service.

You can find the job description and person specification for each role at <https://www.jmsu.co.uk/work-with-us>

ABOUT LIVERPOOL

Liverpool is an amazing city. It's a city where you can be yourself. It's a city of creativity, music lovers, culture and friendly faces.

It has world-class museums and galleries and a packed events calendar. There is breath-taking architecture and incredible heritage. If you've never considered living in Liverpool, now is the perfect time with a number of exciting City-wide developments. If coming to work at JMSU would mean relocating, you can find out more about Liverpool at <https://www.visitliverpool.com>

WHAT STAFF SAY

We have a small and dedicated staff team. They have the following to say about the best things about working at JMSU:

"Seeing first-hand the difference students can make to their university life and that of their peers"

"Talented and creative people everywhere you look!"

"The focus on personal development and work life balance"

"The unique role of students as leaders makes every day different, exciting and whilst sometimes challenging, incredibly rewarding when you see projects and campaigns take hold"



BENEFITS

There are a range of excellent benefits that come with working at JMSU:

- 22 days' holiday per year, plus 8 bank holidays and Christmas closure;
- Employer contributions into a stakeholder pension scheme – up to 6%;
- Access to the University learning and development programme and extensive SU development opportunities;
- Access to University library;
- Free NUS Totum Card;
- Free access to an employee assistance welfare and support scheme;
- Flexible working practice as custom;
- A positive approach to work life balance.

WHO TO CONTACT

Queries regarding the process and timescales can be sent to: studentsunion@ljmu.ac.uk.

For a conversation about one of the roles, please contact Tammi Murphy on t.murphy1@ljmu.ac.uk

HOW TO APPLY

Applications should consist of:

- A completed application form, please note this is instead of a CV to help us obtain the specific information we need, CVs will not be considered.
- A diversity monitoring form.

Please email completed applications to JMSU via the following email address: studentsunion@ljmu.ac.uk

Please reserve the relevant dates below, including interview dates, in your diary when you apply.

DIVERSITY

We're committed to ensuring our workforce reflects the diversity of the world and community we're based in. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disability.

We would particularly welcome applications from candidates from a BAME background.

THE APPLICATION TIMELINE

The closing date for all applications is **Midnight Thursday 13th August 2020**

Online Interviews will take place on **Friday 21st August 2020**