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| **JOB TITLE** | Student Staff |
| **DEPARTMENT** | Marketing |
| **REPORTS TO** | Events and Engagement Manager |
| **HOURS OF WORK** | Casual hours as required, approx. 4 hours per week with peaks in September and March. Term time only. |
| **SALARY** | £8.45 per hour plus holiday pay accrued at a rate of 12.07% per hour worked and payable in three periods throughout the year (December, April and August or upon leaving the employ of JMSU). |

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| **KEY TASKS/ RESPONSIBILITIES** |
| * To represent, support and promote JMSU. * Assist with and promote JMSU events and activity. * Support the JMSU Student Officers by promoting and assisting with their campaigns. * Work at open days, fairs, elections, and any other key periods within the students’ union. * Engage with students across LJMU campus locations (including John Foster, Redmonds, JLAD, Byrom, Tithebarn and IM Marsh) and in key community areas (Smithdown Road and Kensington Fields). * Assist students with enquiries and refer them to the relevant departments. * Ensure students feel safe and happy in Liverpool by working in student communities on relevant student safety and community issues. * Undertake research (e.g. surveys) into the LJMU student experience. * Complete any feedback, monitoring and reporting on work as required by the line manager. * Any other duties as required which are commensurate with responsibilities of the post. |
| **ADDITIONAL AREAS OF WORK** |
| * Attend all student staff meetings. * Ensure when working across campus that the space is kept clean and tidy. * Follow all procedures set by JMSU, such as human resources, finance, data protection, health and safety and environment regulations. * Take a proactive approach to Equality, Diversity and Inclusion. * Be presentable and recognisable as a representative of JMSU by wearing your uniform when working. * Be responsible for equipment and devices you are using as part of your work e.g. iPads, roller banners, marketing material and games. |

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| **Person Specification** |
| **Essential** |
| * Experience in a similar role engaging with people (e.g. retail, youth groups, service industries, etc.) * Ability to work alone and as part of a team * Ability to confidently approach any student or LJMU staff member * Reliable, honest and hard-working * Adaptable to last minute changes and able to use initiative * Ability to understand and follow campaigns and events briefs * Able to work across all 6 SU campus locations (Redmonds, John Foster, JLAD, Byrom, Tithebarn and IM Marsh) and 2 community areas (Smithdown Road and Kensington Fields) |
| **Desirable** |
| * Able to work flexibly including at events and weekends * Energetic, positive approach to work * Basic knowledge of LJMU departments and the structure of the students’ union * Observant and organised * Ability to be proactive, give feedback and be solution focused |