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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.
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| **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)
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| **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
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