

Imperial College Union

Promotions Assistant

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| Department: | Imperial College Union – Student Voice & Communications |
| Hours of work: | Various and flexible around timetable. Minimum four (4) a week; more where required |
| Rate of pay: | £6.70 per hour (£7.51 including holiday pay) |
| Internal Liaison: | Students' Union Marketing & Communications Team |
| External Liaison: | Other Universities, other Students' Unions, external organisations, graduate recruiters, advertising agencies, printers. |

Summary of the Post

Our Promotions Assistants will help us maintain our current communication channels, as well as getting out within the student community. They will be a direct link between the student body and the Marketing & Communications team, passing on current and up-to-date information throughout the year and bringing back relevant feedback to us at the Union.

Work includes:

- Poster changes on the walkway and Union building.
- Monitoring the Union's digital screens in Union building and on the Sherfield walkway and reporting back to the Marketing team on any changes or amends needed, e.g. removing out-of-date images.
- Printing and distributing relevant posters to Union venues.
- One/two hours flyering per week (primarily on the main South Kensington campus, but will be required on other campuses also) with materials for Union events.

There will be more hours available for work promoting and assisting at big events (such as our Refreshers' Fair, The Big Elections and The Summer Ball). Promotions Assistants will be notified when these hours become available, and we will be as flexible as possible around your timetable.

Key Duties and Responsibilities

- Regular promotion of Union events through flyering on campuses.
- Assistance during Union fairs throughout the year, including Freshers' Fair, Careers Fair, Volunteering Fair, and the Refreshers' Fair.
- Ensure all promotional sites are well maintained throughout the SU building and designated areas across campus.
- Distributing details of our advertising service to local businesses.
- Assistance during Union events or for external clients where required.
- Posting and removing posters on the walkway and relevant notice boards.
- Assistance with packing/distribution of Union materials.
- Manning stalls to promote the Union at internal and external events.
- Giving regular feedback to the Marketing & Communications team where required.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other

duties which are broadly in line with above key responsibilities. Work may also take place at any campus.

Imperial College is committed to equality of opportunity and of eliminating discrimination. All employees are expected to adhere to the principles set out in the Equal Opportunities in Employment Policy, Promoting Race Equality Policy and Disability Policy and all other relevant guidance/ practice frameworks.

You will also be expected to observe and comply with all College policies and regulations, for example Health and Safety, Data Protection etc.

Person Specification

| | Essential | Desirable |
|--|-----------|-----------|
| Experience | | |
| Experience in a customer facing role | X | |
| Experience of volunteering or working at a Union event/s, e.g. Freshers' Fair, Volunteering Fair | | X |
| Experience of using social media | | X |
| Knowledge | | |
| A good understanding of SU services and events | | X |
| An understanding of digital marketing | | X |
| Skills | | |
| Flexible, enthusiastic and positive approach to work | X | |
| Excellent planning and organisational skills | X | |
| Ability to adhere to strict deadlines and prioritise where appropriate | X | |
| Excellent written and verbal communication skills, with the ability to communicate with people at all levels | | X |
| Values/attitudes | | |
| A strong team player | X | |
| Willingness to undertake tasks | X | |
| A strong commitment to working in a democratic and student led environment | | X |
| An outgoing, energetic and confident individual with a positive approach and the ability to engage others | X | |
| A leader on equality of opportunity who values diversity and removes barriers to equality | X | |
| Miscellaneous | | |
| Must be a current student at Imperial College London | X | |
| Must have a National Insurance Number | X | |