

The Union's vision is that: **Every student loves their time at Southampton.**
Your role in contributing towards achievement of this vision is described below.

Main Purpose of Role:

- 1) To support SUSU's MarComms team with activities that include but are not limited to; direct marketing, handing out flyers/leaflets, carrying out manual tasks, putting up promotional marketing material around the University, event support and more
- 2) Help students get a better experience through the promotion of the Union's opportunities
- 3) Deliver great customer service and a friendly face

Responsible to: Head of Marketing, reporting to Communications Coordinator
Responsible for: N/A
Grade: Support Staff – Level 1

Main Duties of the Role

To support SUSU's MarComms team with activities that include but are not limited to; direct marketing, handing out flyers/leaflets, carrying out manual tasks, putting up promotional marketing material around the University, event support and more

- Support the distribution of marketing activities on behalf of the Union across the University
- Hand out leaflets/flyers for internal/external promotional activity
- Help set up before, provide support during and pack down after events
- Assist in delivering internal and external marketing campaigns
- Conduct research to support the team

Help students get a better experience through the promotion of the Union's opportunities

- Facilitate the promotion of the Union's activities in various University sites such as SGH/Avenue/Bolderwood/WSA and NoCS, and at hall of residences
- Deliver the Union's key campaigns and activities on campus and sites

Deliver great customer service and a friendly face

- Marshall a variety of events
- Work flexibly as a member of the MarComms team to achieve shared objectives and overcome challenges
- Promote the Union's values

Contribute to the overall effectiveness of the Union by

- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met

- Supporting the implementation of the Union plan, promoting our aims and values through the goals of the departments Operational Plan
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental
- Contributing to the positive image of The University of Southampton Students' Union with students, University and the local community working with the team to ensure a full service is provided at all times, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Completing such other duties as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of the post

Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Proactive in providing support and an enthusiastic nature	X	
A keen interest in marketing and/or events		X
Awareness and appreciation of exceptional customer service	X	
Ability and drive to learn new skills	X	
Understanding of safety in the workplace	X	
Experience of flexibility in delivering a service	X	
Confident in using computers and IT equipment		X
Commitment to and knowledge of equal opportunities – including inclusivity and access issues	X	
Commitment to and passion for the values and purpose of a Students' Union	X	
Commitment to and an understanding of Equality & Diversity, Ethical & Environment issues and Health & Safety	X	

Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.