

Campaigns Assistant: Job Description & Person Specification

Key Information

Job Title	Campaigns Assistant
Department	Membership and Marketing
Team	Representation
Reporting to	Campaigns and Insights Coordinator
Direct Management Responsibility	N/A
Location	Roehampton Students' Union
Hourly Rate of Pay	£12.21 (excluding holiday pay) £13.68 (including holiday pay)
Hours of work	Up to 20 hours per week during term time (between Monday to Friday 09:00 – 17:00) Occasional requirement for work on weekends and evenings depending on the business requirements.
Contract type	Zero-hours (in accordance with the needs of the organisation and the individual staff member), fixed-term.

Purpose of the Role

Campaigns are a critical part of enhancing representation and promoting student voice within the University of Roehampton community. Throughout the year, RSU delivers campaigns through engagement weeks, liberation history months, or yearlong campaigns to create positive change for students. This role will support the Representation Team, and RSU Officers, in the delivery of these campaigns.

Key Responsibilities

To help make this job description as clear as possible, we've included some examples of the type of work/jobs you'll be asked to do on a regular basis as part of this role:

- Work with RSU Elected Officers and Student Networks to administratively support the planning, delivery and evaluation of their campaigns, activities and events.
- Support the promotion of campaigns, events and activities by developing content for the RSU website and social media accounts
- Proactively engaging students, student representatives, student groups and other stakeholders across the University to enable involvement in campaigns.
- Support the Representation team with administration tasks relating to campaigns and liberation history months.
- Contribute to key RSU projects and activities across the academic year such as Freshers' Festival.
- Promote and encourage student participation in surveys like Speak Week; RSU Big Survey; NSS

General Responsibilities

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example the University).
- Comply with the Students' Union's articles of association and other governing documents, recognising and celebrating the contribution of members to leading our work.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

Person Specification

Education & Training	Essential	Desirable
Must be a current University of Roehampton student for the 2025/2026 academic year.	X	
Experience & Knowledge		
Experience of organising activities and events		X
Experience of supporting campaigns		X
Understanding and knowledge of equality, diversity, and inclusion initiatives	X	
Working knowledge of the Microsoft Office suite (Word, Excel, Outlook)	X	
Good understanding and knowledge of how representation systems at Roehampton Students' Union work.		X
Demonstratable understanding of current issues impacting students' experience at University.	X	
Excellent understanding and knowledge of the experiences faced by Liberation groups, the barriers they face, and their links within the community.		X
Skills & Abilities		
Excellent communication skills, both verbal and written.	X	
Ability to build networks and maintain relationships with stakeholders.	X	
Keen attention to detail and ability to complete tasks to a high standard.	X	
Enthusiasm to develop your skills and knowledge.	X	
The ability to work independently on your own initiative, and co-operatively within a team environment.	X	
Business Requirements		
Ability to work occasionally on weekends and evenings depending on business requirements	X	
Candidates must have a right to work in the UK to be considered for this post.	X	
Values		
We're a values-led organisation, which means we're keen to attract applicants who share our priorities. We're keen to hear about times you've demonstrated the following:		
Student Focused: We exist to make student life better for students at Roehampton and everything we do should be in the service of driving this forward.	X	
Trustworthy/Open/Honest/Transparent: We believe we should be as open as possible about the way we work and how decisions are made.	X	
Supportive: We support equity, diversity, and inclusion and believe the Students' Union is a place where everyone can thrive.	X	
Bold/Daring/Brave/Courageous/Ambitious: We are ambitious for our students and unafraid to challenge the status quo.	X	
High Quality: We are committed to excellence in everything we do.	X	