



VACANCY DETAILS

Content Creator

Grade: £23,796 - £2673 (RU04 point 12-17 including London Weighting)

Application Deadline: 17.00, Thursday 9 January 2020

Role Overview

The successful candidate will be responsible for delivering and supporting all of the creative communication needs of the RSU including both print and digital means including graphic design, filming and editing video and managing our social media platforms.

The role will give the successful candidate an opportunity to work across the RSU in providing creative content support to promote the services of the union throughout the year to provide drive further interest and keep a consistent and professional style.

The successful candidate will be highly organised and have strong office administration skills. They will be able to work in team, independently, and across multiple projects. They will have strong interpersonal skills and are able to speak confidently to students and staff. The successful candidate may already have an interest in graphic design, communications and PR and apply a professional approach that represents and sits in line with the RSU values.

The role is accountable to the Marketing & Communications Coordinator, with key contacts across the RSU, including its elected officers.

How to Apply

Candidates wishing to be considered for the role are asked to submit a copy of their C.V. a completed application form and Equality and Diversity Monitoring form by e-mail to rsu@roehampton.ac.uk by 17.00 on Thursday 9th January 2020.

Incomplete or late applications will not be considered.

If you would like to have an informal discussion about these roles, please contact rsu@roehampton.ac.uk or call Luke Beasley (Marketing and Communications Coordinator) on 0208 392 3149

We look forward to hearing from you!

Roehampton Students' Union

JOB DESCRIPTION

JOB TITLE: Content Creator

Accountable to:	Marketing & Communications Coordinator,
Key relationships:	RSU staff, elected officers, University of Roehampton.
Location:	Froebel College, Roehampton although regular time on other colleges may be expected
Hours:	35 hour per week
Contract:	Full time, Permanent
Grade:	£23,796 - £2673 (RU04 point 12-17 including London Weighting)
Post Overview:	The responsibilities of this post are to provide creative support to the communications team and aid in the delivery and promotion of campaigns, events and support aspects of the RSU.

Principal Duties:

- Working with staff and elected officers as internal clients to provide promotional campaign planning support and meeting client needs whilst working to deadlines and budgets.
- Working creatively in print and digital formats using Adobe Creative Suite
- Produce new graphics and illustrations for multi-platform projects according to the design brief.
- Contribute to the overall social media communications with text, video and graphics.
- To ensure that the Students' Union's brand guidelines are adhered to and incorporated into all projects.
- Responsible for overseeing the design of all RSU publications including booklets, posters and wall charts.
- To manage and organise quotes with external suppliers and printers and managing the process from design to print.
- To work with the RSU staff and officers to create original and informative content that will fit the student audience.
- Offer expert advice to members of the RSU staff and Officers on creative principles and technologies, with focus on what can and cannot be done.
- To support the Unions student-led media initiatives.
- Design original logos and supporting identity materials for sub-brands of the RSU including The Hive, Growhampton and RSU Events.
- Support the Communications Team with all projects and perform ad-hoc tasks where needed.

Person Specification – Content Creator

Criteria	Essential/Desirable
Experience and training	
- Educated to degree level	E
- An accredited Design Qualification	D
- Design experience in a variety of print and digital formats	E
- Experience of working with a wide range of both internal and external contacts	E
- Experience of effectively delivering projects from inception to output	E
- Experience of working to tight deadlines and competing priorities	E
- Experience shooting, editing and publishing video content	E
- A portfolio of work demonstrating a range of original ideas.	D
Skills/knowledge	
- Extensive experience in Adobe Creative Suite	E
- Excellent organisation, project management and planning skills	E
- Proven prioritising and multitasking skills	E
- Knowledge of working with established brand guidelines	E
- Excellent command of the English language and ability to proof read	E
- Working knowledge of web design and Content Management Systems	D
- Competency in creating animation and motion graphics	D
- Knowledge of students' unions and their activities	D
- Knowledge of working in HE/FE	D
- Understanding the role of staff in a democratic organisation	D
Personal attributes	
- Ability to relate to and work with a diverse range of people	E
- A self-starter who works on their own initiative	E
- A commitment to helping others (staff and students, university colleagues)	E
- Ability to work effectively as part of a team	E
- Innovative and Creative	E
- Pays attention to detail	E
- Approachable, good humoured and confident	E
- Ability to work occasional weekends and evenings	E
- Commitment to personal development	E
- An empathy with students and students' unions	E