



**UNIVERSITY OF LINCOLN STUDENTS' UNION
JOB DESCRIPTION**

JOB TITLE: Temp Web Support Assistant	DEPARTMENT: Central Services
LOCATION: Students' Union	REPORTS TO: Digital Communications Co-ordinator
SALARY: Aged 25+: £8.21 per hour plus holiday Aged 21-24: £7.70 per hour plus holiday Aged 18-20: £6.50 per hour plus holiday Fixed term contract	DATE: January 2020

Context	<p>The Students' Union is an independent body affiliated to the National Union of Students and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community</p> <p>Student leaders are elected by the student body, and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	To support the Digital Communications Co-ordinator in the charitable and commercial activities of the Students' Union, including support in the web accessibility project updates and simple HTML website design.

KEY RESPONSIBILITIES

Key Responsibility 1	
Digital Communications	
	<p>Assist in the delivery of the Marketing and Communications Strategy.</p> <p>Support the Union departments to ensure website content is current, relevant, and functional.</p> <p>Support the Digital Communications Coordinator to update content on the web mini-sites for campaigns and projects using basic HTML coding.</p> <p>Support in the developments of the organisation's website.</p> <p>Assist when required in the administration tasks related to digital platforms.</p>
Key Responsibility 2	
	<p>Support the Design Team when required to upload key events, content and images as directed by the Digital Marketing Coordinator.</p> <p>Work with Marketing & Communications Manager in the coordination of all updates for the Unions website in line with current accessibility legislation.</p>
Key Responsibility 2	



General Duties

Support the delivery of key messages, organisational values and communications best practice.

Support the work of digital publicity across campus and on the Union's various online channels is kept up to date at all times when required.

Ensure all output is completed accurately, to a high standard, and in a timely manner, being a reflection of Union values, communications best-practice, and project aims.

Actively seek new ways of communicating to our members.

Support Marketing and Communications Manager by ensuring all publicity adheres to company Brand Guidelines at all times.

Work with Marketing and Communications Manager to ensure all stakeholders are aware of internal processes, advising when required to ensure the process is streamlined and effective to the meet the needs of the business.

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of The Role	<p>Work in a manner that reflects the values of the organisation as shown in ULSU's constitution and strategic plan, and in line with ULSU policies and procedures. Promote a positive image of the University of ULSU at all times.</p> <p>Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection Act legislation.</p> <p>Engage in appropriate training programmes as identified by your line manager. Participate in the staff performance and development review scheme. Actively follow and promote ULSU policies.</p> <p>Some attendance at meetings outside normal office hours may be required.</p> <p>To undertake such other additional duties as may be required from time to time within the overall scope of the appointment, as directed by the Senior management team</p>
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Key Working Relationships	<p>Marketing and Communications Coordinator Marketing and Communications Manager Marketing and Communications Department Department Managers Executive Officers Students' Union SMT Students' Union Staff Team</p>
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External Contacts	University Marketing Department External Suppliers
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Author	Yvonne Thompson	Date Published	January 2020
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**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title: Web support Assistant

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Working at Degree Level GCSE or equivalent in English and Mathematics. Relevant IT Qualification.	E E D	A A A
Experience: Experience of working on and supporting projects An understanding of the particularities of working within democratic organisation. An understanding of communications best practice, particularly for student audiences Copy writing/ proofing	D D E D	A,I, A,I A A,I
Skills and Knowledge: Exemplary written and verbal communication skills. Strong IT skills, HTML coding. Professional presentation of documentation and correspondence. Able to manage own workload, time and priorities. Project Management Skills.	E E E E D	A,P A,P A A,I A,I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service. Confidentiality and Diplomacy.	E E	A,I,R R



Ability to adapt to changing situations. Proven ability in organising. Understanding of, and commitment to, Equal Opportunities within the workplace. Personable and Professional in relationships with others.	E E E E	A,I A,I A, I I,R
Business Requirements: Normal Office Hours 9-5pm flexible Current University of Lincoln student 2019-2020	E E	A,R A

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.