



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

JOB TITLE: Team Member (Promotions)	DEPARTMENT: Commercial Services
LOCATION: Engine Shed and Tower Bars	REPORTS TO: Events Co-ordinator
SALARY: As of 1 st April 2019 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 Zero hour, fixed term contract	DATE: April 2019

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>As part of the Union, the Commercial Services aims to support that experience by providing safe social environments, focused around its members and their guests.</p>
Job Purpose	<p>The post holder will assist in advertising and promoting the events that take place in the Students' Union commercial services, garnering interest from potential customers and representing the venues and their values whilst distributing/communicating information and offers to members.</p>

KEY RESPONSIBILITIES

<i>Key Responsibility</i>
<p>Posters</p> <p>To display approved posters according to set policies and procedures.</p> <p>To ensure that only posters which have been pre-approved are available for distribution and will not contain and detrimental material.</p> <p>To ensure that posters are displayed on campus.</p> <p>To ensure posters are only placed on poster boards within each hall, they must not be placed on any of the doors or walls.</p> <p>To support in the monitoring of the distributing of posters to Hayes Wharf, Aqua House, Brayford Quays, Park Court, Pavillions and Danesgate House. This involves handing the posters to the appropriate office person who will put the posters up on the Students' Unions behalf (unless otherwise stated).</p> <p>To distribute posters to different town venues. This involves getting confirmation of where and how many posters may be put up.</p>

Key Responsibility 2

Flyers

To interact with members/ general public and tell them the venues offers by distributing flyers.

To ensure that only flyers which are pre-approved are available for distribution and do not contain any detrimental material.

To distribute flyers in an appropriate manner befitting when representing the Students' Union, this will involve the distribution of flyers to Halls of Residence where they will need to be placed in the letter boxes. This will require getting permission from the office responsible for that specific student accommodation.

To distribute flyers around the shops in the town centre, requiring clarification with the store manager or equivalent before placing on counter or shelf etc.

Key Responsibility 3

General Duties

To distribute posters around the poster sites detailed in the promotion staff briefing sheet.

To distribute posters around the city on the poster sites detailed in the promotion staff briefing sheet.

To distribute marketing material in an appropriate manner suitable to the event.

Staff members should remember that they are representing The Engine Shed and The Tower Bars and always act in an appropriate manner.

To support events on social media and engaging with online events and sharing as requested.

To support events such as Freshers' Fayre with high engagement with members/ general public.

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	Work in a manner that reflects the values of the organisation as shown in the Union's constitution and strategic plan, and in line with Union policies and procedures. Promote a positive image of the University of Lincoln Students' Union at all times. Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary. Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection Legislation.
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	<p>Engage in appropriate training programmes as identified by your line manager.</p> <p>Participate in the staff performance and development review scheme.</p> <p>Actively follow and promote Union policies.</p> <p>Some attendance at meetings outside normal office hours may be required.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection Legislation.</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 or Duty Manager.</p>
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Key Working Relationships	<p>Engine Shed Club and Promotions Officer</p> <p>Commercial Services Manager</p> <p>Bars Team</p> <p>Students' Union SMT</p> <p>Executive Officers</p> <p>Union Staff</p>
External Contacts	<p>Town Venues</p> <p>General Public</p>

Author	C. Jarvis	Date Published	April 2019
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**UNIVERSITY OF LINCOLN STUDENTS' UNION PERSON
SPECIFICATION**

Job Title: Team Member (Promotions)

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Degree or equivalent.	E	A
Experience: Experience of promoting venues through flyering. Experience of distributing posters. Experience of promoting venues for students. Customer service experience. An understanding of the particularities of working within a democratic organisation.	E E D E D	A / I A / I A / I A / I A / I
Skills and Knowledge: Knowledge of the Students' Union venues. Strong communication skills. High standards of displaying promotional material. Able to manage own workload, time and priorities.	E E E E	A / I A / I A / I A / I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service. Proven ability in organising. Ability to work under pressure and make quick decisions Able to work as part of a team and under own initiative Ability to multi-task Understanding of, and commitment to, Equal Opportunities within the workplace. Personable and Professional in relationships with others. Flexibility and resilience	E E E E E E E	A / I / R A / I A / I A / I A / I A / I A / I
Business Requirements: University of Lincoln Students during the academic year of 2019-20. May be required to work the occasional evenings and weekends	E E	A 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.