

**Communications Manager (LSESU and SUARTS) and Communications Coordinator (LSESU)**

**(2 roles, both based in Holborn with some travel to other sites across London)**

**25 days holiday + union closure days + public holidays**

We’re doing some of the most interesting and exciting things in our sector. We’ve won awards for our innovative approach and the team has doubled in size over the last year. You can see for yourself how we’ve used our platforms to rebrand and reposition ourselves. We think the static website is dead and that interesting, relevant, segmented, dynamic content is what we should focus our energies on. We’re good, but we’re not excellent, we need your help to increase our reach and our ability to deliver for students. Our two students’ unions uniquely work together, but deliver distinct services, messages and campaigns across two very different student bodies. We provide social spaces, activities, a range of services and representation for our members. Our student bodies are extremely diverse and we need you to help us communicate to a wide range of audiences.

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| We are currently looking to fill two key positions within our communications team.  You will need to be passionate about communicating with our students, knowledgeable about the best ways to communicate with our diverse and ever changing audience and enthusiastic about what we do. In return we are an exciting and dynamic organisation. We believe in our staff and really invest in talented individuals. We want to see the potential and enthusiasm in you and in return we will give you opportunities, experiences and development.  We really care about making the lives of students better and we hope you do too.  **Communications Manager**  *Salary: £28,350.90*  The Communications Manager manages three Communications Coordinators (Shared, LSESU Only, SUARTS only), an in-house Designer and through the team c.6 student staff paid a Living Wage. You will work across the organisations to ensure we are promoting our achievements and events through union communication platforms and producing exciting and relevant content for our members. We use Mailchimp, Podio, Google Analytics two different CMS for lsesu.com and suarts.org, and the usual social media websites.  You will need a strong background in working with digital content, managing websites and dealing with a large range of stakeholders. We need you to help us to streamline our communications processes. You will juggle motivating a large team, ensure that our communications is meeting the needs of a large staff team and continuing to be more relevant to our members. This requires strong project and people management skills. You will also spend time analysing what our members are looking at, what we should be doing differently and providing guidance to colleagues on what needs to be digitally improved.  **Communications Coordinator**  *Salary: £22, 264. 56*  The Communications Coordinator role will work only at LSESU. You will coordinate and produce content that appears on social media, websites, e-newsletters, videos and other channels. Your role will ensure whatwe are producing is relevant, proactive and useful for students.  You will work with mailchimp, podio and the usual social media sites. So we are looking for someone with a good knowledge of these. Your written English will be of particularly high standard, and you will have the ability to write high quality content, quickly, for different audiences. This could be a blog post, an email or a tweet. This will increase the number of our members that know what is happening in the organisation and have confidence in the things we do. You will also need a degree of technical experience to update our website.  You will also be managing our Communication Interns who write features on what is going on and about union activities and work with other team across the union to help them produce relevant and engaging content. |

Application forms are available by visiting <http://www.lsesu.com/about/workforus/>. Applications will only be considered on an official application form.

If you wish to informally discuss the role, please get in touch with Penny Jerrum on [p.jerrum@su.arts.ac.uk](mailto:p.jerrum@su.arts.ac.uk) to arrange a chat.

**Closing date: 10am, Monday 28th July**

**Provisional Interview dates: 30th July and 1st August**