



Engagement Assistant (Student Staff)

Accountable to: Engagement Coordinator

Hours: 5-15 hours per week (zero hour contract*)

Hourly rate: London Living Wage (£8.80).

Location: Activities Resource Centre and third floor office (based in Saw Swee Hock Student Centre).

JOB PURPOSE

Provide support for Engagement Team

KEY RESPONSIBILITIES

- Assisting the Engagement Team with the SU elections and other democratic functions including:
 - Assisting candidates with printing and using campaign materials
 - Support for election events
 - Producing and distributing publicity
 - Preparation for Union General Meetings
 - Other relevant administrative tasks
- Supporting the Engagement Team with events:
 - Operational and planning support for events such as Freshers' Fair, Black History Month, International Week, and Chinese New Year
 - Producing and distributing publicity
- Contributing to the communication of the Engagement Team's activities:
 - Writing blog posts, emails, and updating the website as directed by the Engagement Team
 - Producing and distributing publicity
- Contributing to research projects, for example for campaigns and on underrepresented groups, as directed by the Engagement Team:
 - Help organising focus groups and surveys
 - Recording data
- Various other ad hoc tasks to support the team

* This is an estimation of your average working hours. There will be some points in the Term (e.g. elections) which will be busier than others and you will be expected to work some non-traditional working hours.