



CITY
STUDENTS'
UNION

Design and Communications Coordinator

Recruitment Pack



Welcome

Thank you for your interest in City, University of London Students' Union (the Union) and becoming the Design and Communications Coordinator. This pack contains an overview of the Union, the role and information on how you can apply.

The Union exists to represent all 19,000 of our members - every City student. We're run by students, for students, and provide support, representation, advice and activities throughout the good times and the tough times.

We're governed by a board of ten Trustees, who work alongside our student Officers, small staff team, and hundreds of student volunteers to run a thriving and active students' union in the heart of London. The Union has gone through continual development over the past two years after recruiting a number of staff to re-energise the Union. It's an exciting time for us, with a new strategic plan, rebrand and new physical space for our services.

This is a great opportunity to take on an essential role in a developing and dynamic charity committed to changing lives and we look forward to your application.



**Kristina
Perelygina**
Board of
Trustees Chair
18/19



Philip Gilks
Chief Executive

About Us

With a rich history spanning over 100 years, City, University of London Students' Union is the primary organisation representing the views of over 19,000 students at City, University of London to the institution and beyond.

With 3 Full-Time Student Officers, a small team of permanent staff and the involvement of student volunteers, the Union is at the heart of activity on campus. The Union delivers a range of services and support for its members, from independent academic advice to supporting our Programme Reps to enhance their course, to promoting the employability and development of students through our Student Activities department. The Union also runs a Shop which sells a range of products, including ethically sourced University branding clothing, merchandise, confectionary and stationary.

The Union is striving to develop as an organisation and has recently become a Company Limited by Guarantee, moved into a new space on campus and successfully increased its block grant to support this.



Our Vision, Values & Strategy

Our Vision:

“City Students’ Union: A high quality, sector-leading students’ union”.

As a students’ union, we must constantly be striving to be the very best organisation for our membership, no matter which direction they lead us. This means we should always be high quality and at the forefront of our sector.

Our Values:

We are Inclusive. We are Broad-minded. We are Creative. We are City Students’ Union.

At the heart of everything that the Students’ Union does are its values. They give us our identity, guide how we make decisions, and how we conduct ourselves. We are proud that our values are unique, giving us an identity and way of working that is rarely replicated.

We are Inclusive.

We believe that equality is achieved when we are inclusive of all of our members. We are committed to the principles of social justice. We believe that our members should have equality of access and participation in the Students’ Union and our activities. We are committed to the principles of equity, recognising the differences that our members have and giving them the tools to succeed.

We are Broad-minded.

We realise that we do not have all of the answers and we should always be open to change and challenging our way of thinking. We are continually learning, talking and sharing information with our students and stakeholders to ensure that we are making the best decisions and offering the best services for our members.

We are Creative.

We celebrate our history, but we are not constrained by it. We are continually on a journey of self-discovery and self-determination, and we support our students on their own journeys. We are not afraid to take risks, try new things and forge a new path for ourselves, the University, and its students.

Our Strategy:

Our strategy to be a high quality, sector-leading students’ union is simple but bold.

“Through active partnerships and dynamic student representation, we will create connected communities, full of opportunities where students can individually and collectively grow together by 2020.”

Who Are We Looking For?

We are seeking a dynamic, inspirational, collaborative and creative individual to become our new Design and Communications Coordinator. Reporting to the SU Marketing and Communications Manager, this role will be responsible for carrying out the majority of design work as well as contributing to the overall communications and marketing function across the Union.

You may already be an experienced staff member within a students' union, but we are also interested in candidates from different sectors who bring transferable skills and are motivated to deliver sector-leading communications for the Union.

Our ideal candidate will be a talented designer who is able to continue to develop the brand of the Union using a range of different software packages. The ideal candidate will have a can do attitude and will enable the staff and officer team to deliver exciting projects that engage with a variety of different stakeholders. In addition, the successful candidate will be experienced in using social media and delivering marketing campaigns.

The Union is at a key stage in its development, has recently become a charitable company limited by guarantee, and on the 1 August 2017 took on the responsibility for managing its own finance, which was previously done by the University.

City attracts around 19,000 students (48% postgraduate), well above the sector average for graduate employability in most subjects and eleventh in the UK for starting salaries. City joined the University of London in 2016.

The role comes with considerable benefits as an employee of City, University of London including a pension scheme and benefits including a comprehensive package of staff training and development. The full salary range is £24,983 - £28,098 and the successful candidate will start at the bottom of the salary range.

Whilst all applicants will be judged on merit alone, we particularly welcome applications from ethnic minority candidates, as this group is currently under-represented within the Union.

Context

This post is designed to improve the way that we communicate with our members. By assisting the SU Marketing & Communications Manager, you will help increase the levels of engagement that students, academic, and professional staff have with the Students' Union.

Attendance at conferences and meetings, both internal and external, will be necessary. The post holder will be expected to assist in key events throughout the year e.g. Fresher's Fair, Balls and other key or special event. Hours of work will also vary depending on operational requirements and periods of peak activity. Staff are expected to portray a positive image at all times, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.

The post holder will have to be pro-active, flexible and have an ability to prioritize a varied and demanding portfolio of work.

Staff Structure 2018/19



- Permanent staff
- Temporary staff / student volunteers



