

Content: Media & Events Assistant

PRECIS

Do you have a passion for design, for media and for engaging people? Are you great with people and projects? Do you have a flair for organisation, for making things happen? At London Met SU, we are looking for someone to join our team as a Media and Events Assistant to help with our visual assets, our media societies and support our many events.

INFO

London Met SU is home to over 10,000 students studying in North London, across our two campuses on Holloway Road and in Aldgate. London Metropolitan University is a diverse and exciting university that challenges how our society works and prepares graduates to thrive and continue to challenge and change the world around them.

The Met SU's ambitions are no different.

Our mission is to support students at London Met to succeed in their studies and transform their lives for the better. Our vision is that of a connected community in which all students, from any background, receive the highest quality educational experience possible.

We are a small organisation with big ambition. We are looking for a Media & Events Assistant to help extend the voice of the Union, engage our members and create a conversation. We want someone to support how we look and feel through our visual and digital presence, through supporting Verve Media's work in radio, video and print, and through supporting our many events both by the Union and our students.

We are looking for someone who will:

- Support student media groups and their activity
- Train and support our media group members and leaders
- Provide project support to Union events
- Train and advise student groups to deliver successful student events
- Assist with producing and coordinating design and marketing assets
- Maintain the Union's website and produce content for social and other media communication channels.

For more information about the role, you can email the Interim CEO, Alan Roberts on su-jobs@londonmet.ac.uk

Application is by CV, including two references, and a supporting statement of no more than two sides of A4 outlining how you meet the person specification to be sent to su-jobs@londonmet.ac.uk

Closing date for applications: 13:00 on 18/09/20

Interviews: 02/10/20