



Job Title:	Student Designer
Effective Date:	Monday 3rd October 2022 - Friday 30th June 2023
Salary:	£12.43 per hour including holiday pay
Report To:	Communications & Marketing Coordinator
Responsible For:	To assist the Marketing Team with designing graphics and assets to be used across social media, union promotions and marketing, branding and events.
Direct Reports	None
<p>Job Purpose:</p> <p>To assist the Marketing Team in creating and designing assets in line with the London Met Students' Union Brand.</p> <ul style="list-style-type: none"> ● To assist the Marketing Team by providing assets for social media, the website, any physical materials, and other marketing/promotions-based materials required. ● To assist the Union by creating and designing assets for Union-wide campaigns. ● To implement and apply Students' Union branding across work and assist with developing the brand aesthetic 	

Main Duties and Responsibilities:

Design

- To work with the Marketing team to promote the Students' Union activities, services and events.
- To create engaging marketing content for all Union's activities including the design and production of print and digital materials such as flyers, posters, social media, video graphics, advertisements, and other brand assets.
- To maintain a consistent identity across SU branding.
- To think creatively and develop new design concepts, graphics, and layouts for printed and digital content.
- To assist with curating social media content for events, stand-alone campaigns, and other projects.
- Other duties as assigned.

Miscellaneous/ Other Duties:

- Act as an ambassador for the Students' Union, promoting a positive image, in everything that you do.
- Attend meetings and training events as required to aid Students' Union and personal development
- Undertake training and develop specialist knowledge in appropriate areas
- Review, plan and evaluate individual training needs, encouraging a learning and development culture
- Comply with and promote the environmental and sustainability policies and practices within the Students' Union
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with all colleagues and activities. This may involve undertaking duties in support of the activities and services of other areas of the Students' Union
- Carry out all duties in accordance with Students' Union policies designed to protect members of staff or students from harassment. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the Students' Union and University Health and Safety Policies, Codes of Practice and local arrangements
- Cooperate with the line manager or any other person with specific responsibility for health and safety, to enable the Students' Union's and University's responsibilities under the Health and Safety at Work Act to be performed
- Demonstrate a commitment to working in a democratic environment

The duties described above are not an exhaustive list but are intended as being illustrative of the level and type of work required. The job holder may undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder. This job description does not constitute part of the contract of employment.

Review Clause:

This is a description of the job as it is presently constituted. It is the Students' Union's practice to periodically examine job descriptions and to update them to ensure that they accurately reflect the job that is required to be performed or to incorporate proposed reasonable changes. This procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. When a manager seeks to amend or vary the job description it will seek to do so with the agreement of the employee, giving consideration to any representations they may wish to make. Where agreement is not possible, the manager will confirm the changes to the job description to the employee in writing, together with the date from which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means are appropriate. Where changes are made to a job description, consideration will be given to whether the post should be subject to re-evaluation depending on the extent and scope of the changes.

Person Specification -

Attributes	Relevant Criteria	How Identified	Rank
1. Relevant Experience	Demonstrated knowledge and use of Adobe Creative Suite (Illustrator & Photoshop)	Application Form & Interview	Essential
	Demonstration of previous works via a submitted portfolio	Application Form	Essential
2. Education and Training	Current student at London Metropolitan University	Application Form	Essential
3. General & Special Knowledge	Demonstrated knowledge of Adobe Creative Suite (Illustrator / InDesign & Photoshop)	Application Form & Interview	Essential
	Knowledge of Microsoft Office & Google Suite	Application Form & Interview	Desirable
	Demonstrated knowledge of Canva	Application Form & Interview	Desirable
	Understanding of the culture of London Metropolitan University & LMSU and wider social culture	Application Form & Interview	Desirable
4. Skills & Abilities	Ability to work both independently and as part of a team	Application Form & Interview	Essential
	Ability to relate to and communicate with people at all levels	Application Form & Interview	Essential
	Ability to produce accurate work to SU deadlines	Application Form & Interview	Essential
	Organised in their approach to work	Application Form & Interview	Essential

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a shortlist.

Interviews:

The deadline for the submission of applications is 9am on Wednesday 7th September 2022.
Interviews will take place on Thursday 15th September 2022.

Start Date:

Monday 2nd October 2022.

How to apply:

Send your CV and portfolio to su.cmc@londonmet.ac.uk.