



London Metropolitan University  
Students' Union

## Job Title: Student Designer

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|-------------------------|--|
| <b>Salary:</b>          | £12.21 per hour including holiday pay  |
| <b>Hours</b>            | 20 hours per month minimum   |
| <b>Report to:</b>       | Communications & Marketing Coordinator   |
| <b>Responsible for:</b> | To assist the Marketing Team with designing graphics and assets to be used across social media, union promotions and marketing, branding and events. |

### Job Purpose:

To assist the Marketing Team in creating and designing assets in line with the London Met Students' Union Brand.

- To assist the Marketing Team by providing assets for social media, the website, any physical materials, and other marketing/promotions based material 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 scheduling content to be published on social media at ideal times.
- 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 SU, promoting a positive image, in everything that you do.
- Attend meetings and training events as required to aid SU and personal development.
- Undertake training and develop specialist knowledge in appropriate areas.
- Comply with and promote the environmental and sustainability policies and practices within the SU.
- 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 SU.
- Carry out all duties in accordance with the SU policies designed to protect members of staff or students from harassment. It is the duty of the postholder not to act in a prejudicial or

discriminatory manner towards staff, students, visitors or members of the public. The postholder 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 SU and University Health and Safety Policies, Codes of Practice and local arrangements.
- Co-operate with the line manager or any other person with specific responsibility for health and safety, to enable the SU'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 SU will require the appointee to undertake a Disclosure and Barring Service (DBS) Check prior to employment commencing. The DBS clearance will be sought by the SU.
- 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 postholder's line manager from time to time, in consultation with the postholder.
- The Job Description may be subject to amendment from time to time after discussion 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 SU'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 s/he 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 on which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means is 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.

#### Personal Specification

| Attributes                       | Relevant Criteria  | How Identified                 | Rank      |
|----------------------------------|--|--------------------------------|-----------|
| <b>1. Relevant Experience</b>    | Demonstrated knowledge and use of Adobe Creative Suite (Illustrator & Photoshop) | Application form and interview | Essential |
|                                  | Demonstration of previous works via a submitted portfolio                        |                                | Essential |
| <b>2. Education and Training</b> | Current Student at London Met University   | Application form               | Essential |

|  |  |                                |           |
|--|--|--------------------------------|-----------|
| <b>3. General &amp; Special Knowledge</b>  | Demonstrated knowledge of Adobe Creative Suite (Illustrator & Photoshop) | Application form and interview | Essential |
|  | Knowledge of Microsoft Office and Google Suite                           | Application form and interview | Desirable |
|  | Demonstrated knowledge of Canva  | Application form and interview | Desirable |
|  | Understanding of the culture of London Met SU and wider social culture   | Application form and interview | Desirable |
| <b>4. Skills &amp; Abilities</b>   | Ability to work both independently and as part of a team                 | Application form and interview | Essential |
|  | Ability to relate to and communicate with people at all levels           |                                | Essential |
|  | Able to produce accurate work to SU deadlines                            |                                | Essential |
|  | Organised in their approach to work                                      |                                | Essential |
| <b>5. Equipment and Software</b>   | Adobe Creative Suite (Minimum Photoshop and Illustrator)                 |                                | Essential |
|  | Computer/Laptop suitable enough to do design work on, and enough storage |                                | Essential |
|  | Canva  |                                | Desirable |
| <p><b>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.</b></p> |  |                                |           |

### Interviews:

Deadline for the submission of applications is midday on Friday 11th of December, Midday. Interviews will take place on the week commencing the 14th of December.

### Start Date:

4th of January.

### How to apply:

Send your CV and Cover letter as well as your portfolio to [salome.dore@londonmet.ac.uk](mailto:salome.dore@londonmet.ac.uk).