greenwich students' union

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Recruitment Pack

Student Designer

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Dear Candidate,

Thank you for taking an interest in this role at Greenwich Students' Union (GSU).

GSU is a charitable organisation which plays a crucial role in the experience of over 20,000 students who attend the University of Greenwich. Our job is to ensure that students have a great time and Greenwich and we empower them to change the world.

We have three main departments here at GSU: Membership Services, Commercial Services, and Support Services. These services spread across three campuses with our main offices being based at Greenwich and Avery Hill in Eltham and Medway in Kent.

The Student Designer supports the Designer and the Marketing and Communications team by producing visual artwork for a variety of outcomes and supporting project delivery. This role has a strong focus on developing technical skills.

Opening: Monday 23rd November
Closing: Monday 4th January
Interviews: Thursday 14th January
Salary: £14.36ph plus 12.07% holiday pay
Hours of work: zero hours (please note that the role will require commitment to 14 hours per week across 2 days, with the opportunity for more hours if available)

The following pages contain a summary of the principal terms and conditions, key dates in the recruitment process and some information about the Students' Union. Please check you have downloaded everything you need to complete your application and return it electronically.

If you would like to have an informal chat about this opportunity please contact me at j.a.paterson@gre.ac.uk

Good luck with your application and I look forward to meeting you.

Best wishes,
Jaime Paterson
(Designer)

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Our Services - Membership

Student Representation
Involvement with Student Assembly, campaigns, Elections and members representation;

Advocacy and Policy
Provide advice to all our members regarding academic process, housing, money and other issues. We work proactively to prevent student issues arising and secure an early intervention if needed.

Student Activities
Encompasses Societies, Sports groups, Academic Communities, Awards, Varsity and much more;

Employability and Volunteering
Identifying opportunities and providing support.

Finance
Central team responsible for financial activity and support across the Union.

Marketing
Supports communication activity for GSU and all its services, events and activities.

Organisation Development
Looking after HR, governance and training across GSU.



Our Services - Commercial

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Lower Deck in Greenwich
The best student bar in Greenwich.

Tudor Café in Avery Hill
Selling takeaway food and coffee, snacks and confectionery, merchandise, groceries and toiletries.

The Deep End in Medway
Selling hot food and drink, as well as grab-and-go options.

Greenwich Lookbook
Our shop selling University branded merchandise online and in our merch store in Greenwich.

Flagship Events
Offering venue hire in the heart of Greenwich (Avery Hill and Medway TBC).



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Application Process

Your application is very important, as the information you provide will be used in deciding whether or not you will be shortlisted for interview. The following advice is designed to help you complete it as effectively as possible. This is part of our commitment to ensuring equal opportunities for job applicants.

Greenwich Students' Union (GSU or SU) wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.

TIMELINE FOR RECRUITMENT

At GSU we aim to have our recruitment processes as clear and structured as possible. Ideally, we have our advert listed on various websites for one month. Following the deadline date, we will aim to shortlist within 2-3 days. Once shortlisting has been completed, the successful candidates will be informed and given an interview date a week ahead. This will allow our successful candidates the opportunity to prepare and make arrangements.

PLANNING YOUR APPLICATION

When planning to submit your application, read through the material provided, including the job specification and recruitment pack.

PERSONAL SPECIFICATION

The Person Specification is the list of criteria or requirements needed for the post. To be shortlisted you have to fulfil each of the essential points marked 'Application', demonstrating your abilities by giving examples. The strongest applications will detail with examples how candidates meet all of the criteria, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

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Application Process

COMPLETING YOUR APPLICATION

Step 1: To apply send a recent copy of your CV (no greater than two A4 pages), and an up to date portfolio.

Step 2: Complete the Equal Opportunities Monitoring information within the application form. This is not disclosed to recruiting manager or shortlisting team.

Step 3: Please submit in time for the stated closing date. Please note that applications received after the closing date will not be considered

SHORTLISTING

All submissions are sent directly to our recruitment desk, who save and anonymise them, ready for the recruiting manager to review. All applications will be sent to the selected recruitment panel who make their preferred selection based on the requirements that meet the personal specification. Candidates who meet the criteria are shortlisted for an interview.

INTERVIEWS

The interview panel will be formed of 2 staff members who will ask questions based on the values and competency required for the role. For some roles you may also be asked to participate in a task or presentation. The applicants will be informed of this ahead of their interview date. If you are not able to attend the interview, we cannot guarantee that an alternative date will be offered. The Panel will consider requests for alternative dates as they arise.

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Job description and Personal Specification

Job purpose:

The Student Designer supports the Designer and the Marketing and Communications team by producing visual artwork for a variety of outcomes and supporting project delivery. This role has a strong focus on developing technical skills.

Reports to: Jaime Paterson (Designer)
Department: The Marketing and Communications Team

Personal Specification:

Experience:

- Solid background of using applications from Adobe Creative Suite (particularly Illustrator, Photoshop and InDesign).
- Experience and understanding of social media, online marketing and communication for campaigns.
- Experience in producing artwork for both digital and print, as well as understanding the technicalities of the print process.
- Experience of following a brief, adhering to brand guidelines and producing work to a deadline.
- Awareness of Higher/Further Education and Students' Union sector and the needs of our audience/members.
- Graphic Design experience - professionally and/or in education.

Technical Skills and Abilities:

- Adobe Creative Suite – Illustrator and InDesign (essential).
- Filming, photography and skills (desirable).
- Knowledge of social media platforms (desirable).

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Job description and Personal Specification

Personal Attributes:

- Ability to follow instructions and make amendments to work effectively when needed.
- Strong organisational, planning and time-management skills.
- Ability to take constructive feedback to improve quality of work.
- Ability to manage a varied workload, prioritise tasks and stay focused and efficient.
- Ability to troubleshoot difficult situations, and deal with them calmly and efficiently.
- Self-motivated with the confidence to work alone but can also work co-operatively and flexibly as part of a team.

Education/Training:

- Must currently be a University of Greenwich student. No one specific qualification is required, but a strong portfolio is essential.
- Graphic and Digital Design student preferrable.

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Duties and Key Responsibilities

- Support day-to-day communications and marketing activities.
- Understand and adhere to the brand guidelines in all communication materials.
- Follow briefs to create a variety of creative outcomes for both print and digital.
- Assist with filming/photographing and editing promotional videos/images for GSU events and campaigns.
- Assist with maintenance and development of website.
- Produce artwork for social media channels.
- Work closely with Membership Services, Full-time Officers and Commercial Services to ensure their needs are met in a timely manner.
- Adhere to deadlines and communicate effectively to manage expectations.

Other Duties / Administrative Duties:

- Provide administrative support for the Designer as required.
- Maintain awareness of other organisations' relevant activities, and of developments in the various relevant sectors.
- Attend appropriate training, events, conferences and meetings as required.
- Undertake other tasks and responsibilities compatible with the level and nature of the post, as required by the Designer.
- Adhere to the GSU Constitution, policies and procedures at all times, including the Equality and Diversity Statement and the Health and Safety and Sustainability Policies.
- Contribute to the positive image of the SU with students, the University, the local community and other relevant organisations.

General Responsibilities:

- Represent and be an ambassador for GSU.
- Maintain and improve competencies through continuous professional development.
- Abide by organisational policies, codes of conduct and practices.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and Project data.
- Any other duties commensurate with the accountabilities of the post.