

Assistant President of Media and Outreach

Assistant President of Media and Outreach- Purpose of this post

- We require an organised person with strong and exciting new ideas.
- Responsible for maintaining the reputation and brand of the Students' Union.
- Raising the profile of the Students' Union through opportunities such as social media, website, press releases and media coverage.

Main duties and responsibilities

- Work to raise Students' Union presence across all campus' and increase student engagement.
- Promote SU services such as TOTUM, C-card, Free age ID and Period product scheme.
- Establish and maintain effective communications with members i.e., Students' Union website, notice boards, and posters.
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- Increase SU brand awareness with college students and staff.
- Help to recruit like-minded individuals to the SU and promote volunteering opportunities such as the SU Crew.
- Think of new ways to engage students in SU activities, events and campaigns.
- Explore organisations that could sponsor SU events in collaboration with the Assistant President of Union Development.

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- Carry out duties that have been delegated to you by the Students' Union.

General duties and responsibilities

- Volunteering 4 hours per week in your job role.
- Act reasonably always in the best interests of the Union.
- To present your work and feedback at Union Parliament and SU Team Meetings.
- Talk to students about services, events and activities via Out and About.
- To attend conferences and training events as and when required
- To attend SU activities dressed in promotional uniform (provided by the SU).
- To demonstrate good time management and use of own initiative.
- If over 18 years old to act as a Trustee of the Students' Union.
- Work alongside NUS on identified national campaigns.
- Carry out duties as laid down by the Leadership Team and Union Parliament.

Key working relationships

As an Assistant President, you will liaise with a range of colleagues within the Students' Union, college staff and students including college management, governors, local members of parliament, National Union of Students, local and national Students' Unions and local organisations.

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Key meeting attendance

As an Assistant President, you will be required to attend Leadership team meetings and training every week and to attend Union Parliament once per term.

Benefits of the post

- Discounted tickets for Students' Union trips and activities.
- Uniform.
- Full training provided by the Students' Union and National Union of Students - No experience is needed.
- Amazing for personal development – add to CV/Personal Statement.
- Meet new people and make new friends, Influence the direction and strategy of the Students' Union.
- Develop time management skills.
- Get involved in planning and organising events.
- Contribute to representing the student body and contributing to the student experience.
- Develop a wide range of communication skills.
- Make a difference.
- New opportunities and challenges.
- Enhance your employability.
- Prove your commitment and passion.
- Develop skills that equip you for life and work.
- Certificate for participation and reference on request.