



Job Title	Part Time Marketing and Sales Assistant
Reporting to	Marketing & Communications Manager
Place of Work	Kedleston Road
Hours of Work	15 hours per week
Salary	£8.52 per hour including holiday pay
Contract:	Fixed term until May 2020 (potential to extend)

The Union of Students are looking to add to our vibrant Marketing and Communications team by seeking a highly organised individual to assist the department in managing new and existing advertising/sponsorship opportunities, as well as support with the coordination of on campus activities such as flyering, market trader days and Freshers Fairs.

You will work to generate additional income for the department which, as a non-profit, helps fund all other Union of Students activity. Great communication and negotiation skills, and an eye for detail are a must!

If you think you have got what it takes to transform the student experience then we want to hear from you!

To download the recruitment pack please refer to our website, link is www.derbyunion.co.uk/jobs.

The **deadline** to receive applications is: **4:00 pm Monday 21st October 2019**. Please submit your application to: sally.cunningham@derbyunion.co.uk.

Interviews will be held on **Monday 28th October 2019** at Kedleston Rd, Derby.

The Union of Students' can objectively justify why certain roles are designated for students. We have a commitment to provide casual employment to students where roles are identified that suit such a cohort.

We are an equal opportunities employer and encourage and value diversity for our employees. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement or once in post. We will consider flexible working arrangements and champion equal opportunities, equality and dignity in the workplace.

We will select the best candidate solely on the basis of merit and ability to do the job. Unjustifiable discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation or any other reason will form no part of our selection process.

JOB DESCRIPTION AND PERSON SPECIFICATION

Main Purpose of Role:

The purpose of this role is to assist the Marketing department in managing new and existing advertising and sponsorship opportunities, and coordination of on campus activities such as market trader days and Freshers Fairs. You will work to generate additional income for the department which, as a non-profit, helps fund all other Union of Students activity. You will support the overall aims of a busy department, assisting with the distribution of printed materials, development of digital opportunities and account management.

Key Tasks:

- Liaising with current advertising contract holders and managing their accounts.
- Maintaining a database of contacts with up to date payment records and associated documentation.
- Making enquiries with new businesses that may want to advertise through the Students' Union.
- Create and implement a distribution plan for posters, flyers and publications to all our sites, including the Halls of Residence.
- Develop digital opportunities for external advertising, utilising social media, website and screens across sites
- To assist with the administration of new and current advertising accounts for the Union.
- Contacting and meeting with local and national businesses to develop potential relationships.
- Act as a first point of contact for businesses who wish to book advertising during the Freshers & Refreshers periods.
- Promote the Marketing department's design and video production services to external businesses to generate further income.
- Raise and send out invoice requests to secure income and ensure timely payment
- Manage processes associated with gaining multiple quotes, ordering and delivery – securing the best value deal for the Union.
- Support with generating sponsorship deals for (but not limited to): Freshers' Events, Union Awards, Sports and Societies.
- Regularly review the Media Pack which outlines advertising rates and current opportunities

General Notes:

- The principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Freshers Fairs and any other key events, including elections if necessary. Staff are expected to portray a positive image both internally and externally of the Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- **The Union envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**
- Environmental consideration and environmental best practice is the responsibility of all Union staff.

PERSON SPECIFICATION FOR PART TIME MARKETING AND SALES ASSISTANT

CRITERIA	Requirements Essential (E) Desirable (D)	Application	Interview Day
EDUCATION, TRAINING & QUALIFICATIONS			
Good general education, typically to the Higher/A level equivalent	E	✓	
Current student studying at Derby University	E	✓	
EXPERIENCE			
Experience of working within a customer facing or sales environment	D	✓	✓
Experience of working to tight deadlines	D	✓	✓
Experience of income generation and/or fundraising	D	✓	✓
ATTRIBUTES/SKILLS			
Self-motivated and ability to work independently	D		✓
Comfortable working in a busy team environment	D		✓
IT competent with a working understanding of Microsoft Office	D	✓	
Exceptional organisation skills with an attention to detail	D	✓	✓
Able to communicate and work with people at all levels, including external organisations and senior management	D	✓	✓
High level of literacy and numeracy skills	E	✓	✓
Able to work under pressure and meet strict deadlines	D		✓
VALUES AND ETHICS			
Desire to work within organisation which serves a culturally diverse membership	E		✓
Committed, positive, outgoing and approachable with a 'can do' attitude	E		✓
Demonstrably high standards of personal integrity	E		✓