

Casual Staff Role: Job Description & Person Specification

Section 1: Key Information

Job Title	Campaigns Assistant
Department	Membership Engagement
Team	Student Voice
Responsible to	Student Voice Manager
Responsible for	N/A
Contract type	Zero Hours (in accordance with the needs of the organisation)
Hours of work	Up to 12 hours per week (between Monday to Friday) Between the hours of 09:00-16:30 Some unsociable hours may be required at certain points in the year
Hourly Rate of Pay	£11.54 (excluding holiday pay) £12.93 (including holiday pay)
Purpose of role	Throughout the course of a year, the Students' Union will tackle several campaigns. This can take the form of a week of action, a liberation history month, or a year-long agenda where we try to create positive changes for students. The Campaigns Assistant will support the Student Voice team and Sabbatical Officers with the delivery of these campaigns.

Section 2a: Key Deliverables

To help make this job description as clear as possible, we've included three examples of the type of work/jobs you'll be asked to do on a regular basis as part of this role.

- Work closely with the Sabbatical Officer team to support with administration tasks relating to the delivery of their campaigns and manifesto objectives.
- Provide support for campaign events, including booking rooms, writing risk assessments and creating materials. On occasion, you may also work at the event to help with its delivery.
- Support the Student Voice team with administration tasks relating to campaigns and liberation history months. This may include communicating with student groups and other stakeholders, planning activities for events and drafting blogs.

Section 2b: Organisation Wide Responsibilities

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered with when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example the University).
- Comply with the Students' Union's constitution and other governing documents, recognising and celebrating the contribution of members to leading our work.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

Section 3: Person Specification

Education & Training	Essential	Desirable
Must be a current Royal Holloway student	X	
Experience & Knowledge		
Experience in an activist environment		X
Experience in administration tasks	X	
Skills & Abilities		
Excellent communication, both verbal and written	X	
Organisation with an ability to prioritise tasks	X	
Keen attention to detail and ability to complete tasks to a high standard	X	
Values		
We're a values-led organisation, which means we're keen to attract applicants who share our priorities. We're keen to hear about times you've demonstrated the following:		
Student Focused: everything we do will have students at the heart of it.	X	
High Quality: your expectations are high, and we must exceed them	X	
Inclusive: we will offer a diverse range of activities and services which are fulfilling and accessible.	X	
Brave: we should be bold and not afraid to challenge the status quo.	X	
Trustworthy: we will ensure that we are transparent, honest and fair in what we say and do.	X	