A LOT GOES ON UNDER OUR ROOF

RH SU

BE A PART OF IT

STUDENT STAFF
RECRUITMENT PACK

ROYAL HOLLOWAY
STUDENTS’ UNION
The people that work for RHSU don’t just do it for a paycheque. No, they’re passionate about being part of something big, part of an organisation that creates change on campus and delivers huge events on a weekly basis.

That’s where you come in. By downloading this pack you’ve taken the first step towards joining the team, be that pulling pints behind the bar, designing Summer Ball artwork or working in our shop, there’s an absolute ton of opportunities available for everyone.

In fact, we employ over 250 students every year, putting half a million pounds back into their pockets and helping them to develop a bunch of new skills. And working here comes with some cracking benefits as well, such as a staff discount card, free entry to event nights* and the knowledge you’re making friends for life.

Sound good? Well read on then. The rest of this guide covers everything about the Students’ Union, how we work, details about the roles on offer and how to apply. Once you’ve finished up reading, make sure to head to su.rhul.ac.uk/jobs to complete your application and get the ball rolling.

**THE IMPORTANT HR BIT**

We’re committed to ensuring our workforce accurately reflects the diversity of the world we live in. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disability.

All candidates will be treated equally and all appointments made on merit. If you have any questions about any of the roles, please don’t hesitate to get in touch with us at surecruitment@su.rhul.ac.uk.

*Free entry to event nights is subject to event and capacity. Always check with management before heading out to avoid disappointment.
Based on a campus set in 135 acres of parkland in Egham, the Students’ Union is a student-led organisation that represents all 9800 students at Royal Holloway University. The University recently achieved a silver award in the Teaching Excellence Framework outcomes; was ranked 197th in the World and 31st overall in the UK in the Times Higher Education (THE) World University Rankings 2017/18; and achieved a rating of 88% for overall student satisfaction in the 2017 National Student Survey (NSS).

Believe it or not we’re actually a charity. Why does this matter? Well it means that any money we make through our trading or membership services gets reinvested into services that help students during their time at Royal Holloway. That covers everything from funding societies to running national voter registration drives.

WE’RE INDEPENDENT FROM THE UNIVERSITY

While we work really closely with departments from all across the College, we are a separate organisation. This is important for several reasons, but mainly it means that if students have a problem while studying - whether that is their course, accommodation, or other issues they can come and talk to us. And they can do this in the confidence that we can take up the issue with the University and help to resolve it.

OUR LEADERSHIP

We’re a democratic, membership organisation and all students at Royal Holloway are automatically members of the Union. Overall legal responsibility for the Students’ Union rests with our Board of Trustees which is made up of five full-time sabbatical officers, three student trustees and three external trustees.

The sabbatical officers and student trustees are elected each year by, and from, the student membership of the University. Sabbatical officers take a year out of their studies (or immediately after graduating) to serve as a trustee.

The President of the Union (one of the five sabbatical officers) is the Chair of the Board of Trustees. They are responsible for chairing the meetings of the Board, leading the performance management of the Chief Executive and acting as lead ambassador of the Union to external stakeholders and the wider public.
CURRENT TRUSTEES

President and Chair of the Board  
Natasha Barrett
Clem Jones
Willow Wong
Pippa Gentry
Steff Miine

Vice President Education  
Josip Martincic
Rachelle Jiongco
Luke Tibbetts

Vice President Welfare and Diversity  
Fang Wei
Kirsten Daswani
Andrew McMenamin
Jane Broadbent
Peter Elliot

Vice President Societies and Media

Vice President Sport

Student Trustees

External Trustees

OUR MANAGEMENT

Acting as Secretary to the Board of Trustees it is the role of the Chief Executive to ensure effective and efficient strategic and operational leadership of the Students’ Union. In conjunction with the President, the position must balance the need to drive and deliver sustainable income streams with ensuring continuous improvement of student satisfaction, engagement and representation.

The role works closely with the elected officers supporting them to ensure that the vision, goals and core values of the Students’ Union are achieved.

The Chief Executive is supported by a professional senior management team who has specific responsibilities for implementing the day-to-day management of Membership Support & Engagement, Trading Services, Marketing & Communications and Finance & Business Reporting.

We employ a full-time team of 45 permanent staff and approximately 350 casual student staff.

OUR FINANCES

The Students’ Union has two main sources of income – an annual grant from the University and the income generated through our trading services. We are a charity and a not-for-profit organisation. All surplus generated within the organisation is reinvested into the facilities and services provided across the organisation for our members.

WE REPRESENT STUDENTS

This means that the sabbatical officers sit on university committees and pass on students’ opinions about decisions and changes. They also meet with the local council and other stakeholders to tell them what students think on certain issues.

OUR SERVICES

We’re pretty active across campus supporting over 130 sports clubs and societies, representing students and their views, running our independent advice centre, serving up burgers in Tommy’s Kitchen, hosting events across Medicine and the main SU building and providing a convenient place to shop for groceries.

OUR DEPARTMENTS

After a bit of a shake up we now have four distinct departments: Membership, Support and Engagement; Trading Services; Marketing & Communications and Finance & Business Reporting.

MEMBERSHIP, SUPPORT AND ENGAGEMENT

Forming the backbone of the organisation, Membership Support and Engagement includes Student Opportunities, Student Voice, Advice, HR and the Union Helpdesk. All the administration for sports clubs and societies, academic course representation and social media management are just a few things run through here.

TRADING SERVICES

The Ronseal department. It covers every area where the Union is operating commercially,
from Tommy’s Kitchen, Medicine and Stumble Out to the Union Shop and big ticket events like the Summer Ball. The Packhorse sits within this department.

They’re the biggest employers of student staff in the organisation and their small army of 150+ staff make sure the drinks keep flowing on our regular club nights which see 1200 students descend on the SU twice a week.

**FINANCE AND BUSINESS REPORTING**

This department is responsible for processing the £5 million annual turn over that the organisation generates, ensuring we remain on a stable financial footing.

**MARKETING AND COMMUNICATIONS**

Getting our message out to our members in the spaces which they operate is key to our success. It’s the job of this department to know what to say and when to say it, all the while ensuring we look great while doing it.

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**OUR STRATEGY**

Our mission is simple: **we’re here to make student life better at Royal Holloway.**

Our strategic plan runs for the next two years having been launched in 2016 and focuses on delivering the following five aims:

1. IMPROVE STUDENTS’ EDUCATION
2. MAKE CAMPUS FUN
3. LOOK AFTER STUDENTS’ WELLBEING
4. MAKE STUDENTS MORE EMPLOYABLE
5. EMPOWER STUDENTS TO CHANGE THE WORLD AROUND THEM

But we don’t simply focus on what we do, we also care about how we do it and recruiting the right people is critical to our achievement of this. You can read the full plan at [www.su.rhul.ac.uk/upgrade](http://www.su.rhul.ac.uk/upgrade)
OUR VALUES

We have five values that people across the organisation share. They represent the expectations we have for ourselves and each other, they guide our day-to-day decisions and the behaviours that we champion.

STUDENT FOCUSED

We understand without doubt that we exist for our members. We make sure we know how their needs are changing. We adapt.

HIGH QUALITY

Quality is fundamental to achieving results. We go above and beyond expectations. We channel our energy into making things better and change or stop things that aren’t working.

INCLUSIVE

We champion and celebrate the importance of diversity, equality and liberation consistently through our work. We are ambassadors for our organisation and speak out if something is not right.

BRAVE

We embrace change and opportunity and we are not afraid to try new things. We are ambitious and constantly look for new approaches to doing things.

TRUSTWORTHY

We make decisions based on our values and take responsibility for them, admitting if we get something wrong. We communicate with integrity, even when the message might be difficult.

OUR STRUCTURE

The Students’ Union reorganised in the summer of 2016 to better align our staffing structure to deliver our new strategic plan. There are four departments, each headed by a senior manager. Within these, a number of functional teams exist, each managed by a line manager.

The senior management team is made up of:

Chief Executive: Tom Flynn
Head of Trading Services (Deputy CEO): Max Ross
Head of Membership Support & Engagement: Abi Jesson
Head of Finance & Business Reporting: Rob Scully
Head of Marketing & Communications: Michael Bailey

10 11
CURRENT ROLES

Over the next few pages are the details of the position we’re currently recruiting:

- Events and Give It A Go Assistant x 2
- Graphic Designer x 2
- Front End Developer
- Photographer x 4

When you’re confident the role is perfect for you, head over to our recruitment portal at su.rhul.ac.uk/jobs and fill in the online application. We do everything online and don’t accept paper applications or CVs - this applies to email as well - so keep that in mind before you send anything off. If you’re unsure about things you can email us at surecruitment@su.rhul.ac.uk with any questions.

THE LEGAL STUFF

All positions are subject to applicants making themselves available to attend interviews, inductions and training days.

Successful applicants will need to submit proof of eligibility to work in the UK before employment. The document submitted will be photocopied and held in accordance with the Data Protection Act 1998. This will be done after an offer of employment is made.

EVENTS AND GIVE IT A GO ASSISTANT

Are you looking to forge a career in events management? We’re looking for an outgoing and engaging individual who can join our growing Student Opportunities team and help us deliver a wide range of high quality events across campus. P.S. You’ll get to hang out with puppies on a regular basis, winning.

**Responsible To:** Events & Give It A Go Coordinator

**Department:** Membership Support and Engagement

**Team:** Student Opportunities

**Contract:** Casual, term-time only

**Hours of Work:** Zero hours (according to operational demands with some shifts covering evenings, weekends and weekdays)

**Salary:** £8.27 per hour (£9.27 inclusive of holiday pay)

**Closing Date:** Wednesday 16 May

**Interviews:** Tuesday 29 May

**GENERAL DUTIES AND RESPONSIBILITIES**

Working as an effective member of the Student Opportunities team, the post holder will:

- To provide assistance at or run Give It A Go events such as the pets as therapy, movie nights and cupcake decorating
- Gathering relevant student insight to support the development of the programme
- Supporting with marketing and promotion of the programme such as flyering, social media engagement
- To be an ‘Event Leader’ for selected off-campus trips
- Collation of data at all events, both quantitative and qualitative
• Source of creative ideas to build the breadth of the programme 
• Identify areas for review and development within current processes to improve the student experience.
• Provide information, advice and assistance to membership on Student Opportunities’ programmes.
• Key point of contact for Give It A Go.

GENERAL DUTIES AND RESPONSIBILITIES

The post-holder shall:

• Adhere to RHSU’s Equality & Diversity Policy and demonstrate commitment to the progression of such policy within RHSU.
• Work in a safe manner, seeking to minimise hazards to ensure the safety of other staff and customers, and reporting all safety hazards to their line manager or other senior manager.
• Attend meetings and training events as required.
• Comply with the constitution, policies and procedures of RHSU at all times.
• Have a flexible approach to duties and work and, in particular, adopt a teamwork style across the departments and activities of RHSU. This may involve undertaking duties in support of the activities and services of other departments.

The job description is current at April 2018 and should be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the post holder and RHSU in understanding the prime functions of the post. It should not be regarded as an exclusive or exhaustive statement of an individual’s duties and responsibilities.

THE IDEAL CANDIDATE

EDUCATION AND TRAINING

Must be a current RHUL student for 2018/2019.

EXPERIENCE

Customer service experience, particularly in a student environment.
Experience of working under own initiative; identifying and prioritising tasks.

SKILLS, ABILITIES AND KNOWLEDGE

Demonstrates high levels of organisation and time-management, as well as integrity, reliability, confidence and enthusiasm.
Strong customer service skills, and confident talking to large volumes of students.
A strong team player.
High regard to attention to detail in all tasks.
Good at problem solving, and thinking outside of the box.
An understanding of the Give It A Go programme.

VALUES

Student Focused: Everything we do will have the students at the heart of it.
High Quality: Expectations are high and we must exceed them.
Inclusive: We will offer a diverse range of activities and services which are fulfilling and accessible.
Brave: We should be bold and not afraid to challenge the status quo.
Trustworthy: We will ensure we are transparent, honest and fair in what we say and do.

Our values are really important to us. In fact, we’re really keen to hear about times you’ve demonstrated any of the above traits so keep that in mind when writing your application.
Senior Design Coordinator
Marketing and Communications
Digital and Design
Casual, term-time only
Up to 20 hours per week. Shifts typically operate during office hours 09:00-17:00 but will be flexible around your studies
£8.27 per hour (£9.27 inclusive of holiday pay)

You will be required to provide a portfolio of work as part of your application

Responsible To: Senior Design Coordinator
Department: Marketing and Communications
Team: Digital and Design
Contract: Casual, term-time only
Hours of Work: Up to 20 hours per week. Shifts typically operate during office hours 09:00-17:00 but will be flexible around your studies
Salary: £8.27 per hour (£9.27 inclusive of holiday pay)
Closing Date: Sunday 13 May
Interviews: Week commencing 14 May
Start Date: Week commencing 28 May
Additional Notes: You will be required to provide a portfolio of work as part of your application

We have an exciting opening in our marketing team for budding graphic designers looking to gain invaluable experience in the industry. From major club nights to liberation campaigns and more, you’ll get to work across a wide spectrum of events, producing digital and print content for your fellow students.

We are looking for a Graphic Designer to work as an effective member of the Digital and Design team, the post holder will:

• Work with the Marketing and Communications Department to ensure RHSU services and events are successfully promoted to students.
• Work as part of a team, developing new promotional ideas and strategies.
• Produce high quality graphic design material, supporting the work of the SU.
• Develop design briefs by gathering information and data through research to meet the set objectives of campaigns.
• Have a professional approach to time, costs and deadlines.
• Use innovation to redefine a design brief within the constraints of cost and time.
• Be capable of proof reading to produce accurate and high quality work.
• Work on layouts and artwork pages ready for print.
• Present finalised ideas to the Senior Design Coordinator.
• Work with and keep individual knowledge up-to-date on industry software.
• Interact and engage with students about Students’ Union events and services.

Responsible To: Senior Design Coordinator
Department: Marketing and Communications
Team: Digital and Design
Contract: Casual, term-time only
Hours of Work: Up to 20 hours per week. Shifts typically operate during office hours 09:00-17:00 but will be flexible around your studies
Salary: £8.27 per hour (£9.27 inclusive of holiday pay)
Closing Date: Sunday 13 May
Interviews: Week commencing 14 May
Start Date: Week commencing 28 May
Additional Notes: You will be required to provide a portfolio of work as part of your application

GENERAL DUTIES & RESPONSIBILITIES

From major club nights to liberation campaigns and more, you’ll get to work across a wide spectrum of events, producing digital and print content for your fellow students.

We are looking for a Graphic Designer to work as an effective member of the Digital and Design team, the post holder will:

• Adhere to RHSU’s Equality & Diversity Policy and demonstrate commitment to the progression of such policy within RHSU.
• Work in a safe manner, seeking to minimise hazards to ensure the safety of other staff and customers, and reporting all safety hazards to their line manager or other senior manager.
• Attend meetings and training events as required.
• Comply with the constitution, policies and procedures of RHSU at all times.
• Have a flexible approach to duties and work and, in particular, adopt a teamwork style across the departments and activities of RHSU. This may involve undertaking duties in support of the activities and services of other departments.

The job description is current at April 2018 and should be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the post holder and RHSU in understanding the prime functions of the post. It should not be regarded as an exclusive or exhaustive statement of an individual’s duties and responsibilities.
THE IDEAL CANDIDATE

EDUCATION AND TRAINING

Must be a current Royal Holloway student for the 2017/18 academic year.

EXPERIENCE

Experience in designing for the web.
Experience in creating engaging brands and designs.
Experience working alongside a client to produce assets that fit the brand, purpose and audience.
Experience ensuring artwork is print-ready.

SKILLS, ABILITIES AND KNOWLEDGE

Proficiency with the Adobe Creative Suite, in particular Photoshop and Illustrator.
Ability to produce engaging and unique posters.
Creative designer with attention to detail and the ability to problem solve, proof-read and sub-edit content.
Ability to manage time effectively, working across multiple projects.
Self-motivated and committed to delivering original, quality work.
Ability to name files consistently and appropriately.

VALUES

Student Focused: Everything we do will have the students at the heart of it.
High Quality: Expectations are high and we must exceed them.
Inclusive: We will offer a diverse range of activities and services which are fulfilling and accessible.
Brave: We should be bold and not afraid to challenge the status quo.
Trustworthy: We will ensure we are transparent, honest and fair in what we say and do.

FRONT END DEVELOPER

We’re looking for a front end developer to join the Students’ Union’s growing Marketing and Communications department. The right individual will have a solid knowledge of front end technologies including HTML, CSS, JQuery and JavaScript and a good understanding and appreciation of UX/UI.

Responsible To: Senior Design Coordinator

Department: Marketing and Communications

Team: Digital and Design

Contract: Casual, term-time only

Hours of Work: Up to 20 hours per week. Shifts typically operate during office hours 09:00-17:00 but will be flexible around your studies

Salary: £8.27 per hour (£9.27 inclusive of holiday pay)

Closing Date: Sunday 13 May

Interviews: Week commencing 14 May

Start Date: Week commencing 28 May

Additional Notes: You will be required to provide a portfolio of work as part of your application

GENERAL DUTIES & RESPONSIBILITIES

Working as an effective member of the Digital and Design team, the post holder will:

- Work with the Marketing and Communications Department to ensure RHSU services, campaigns and events are presented in an engaging way on our website.
- Work as part of a team, developing new promotional ideas and strategies.
- Produce high quality web pages, supporting the work of the Students’ Union.
- Develop design briefs by gathering information and data through research to meet the set objectives.
• Have a professional approach to time, costs and deadlines.
• Use innovation to redefine a design brief within the constraints of cost and time.
• Be capable of proof reading to produce accurate and high quality work.
• Present finalised ideas to the Senior Design Coordinator.
• Work with and keep individual knowledge up-to-date on industry software.
• Interact and engage with students about Students’ Union events and services.

GENERAL DUTIES AND RESPONSIBILITIES

• Adhere to RHSU’s Equality & Diversity Policy and demonstrate commitment to the progression of such policy within RHSU.
• Work in a safe manner, seeking to minimise hazards to ensure the safety of other staff and customers, and reporting all safety hazards to their line manager or other senior manager.
• Attend meetings and training events as required.
• Comply with the constitution, policies and procedures of RHSU at all times.
• Have a flexible approach to duties and work and, in particular, adopt a teamwork style across the departments and activities of RHSU. This may involve undertaking duties in support of the activities and services of other departments.

The job description is current at April 2018 and should be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the post holder and RHSU in understanding the prime functions of the post. It should not be regarded as an exclusive or exhaustive statement of an individual’s duties and responsibilities.

THE IDEAL CANDIDATE

EDUCATION AND TRAINING

| Must be a current Royal Holloway student for the 2017/18 academic year. |
| ESSENTIAL | DESIRABLE |

EXPERIENCE

| Experience using content management systems. |
| EXPERIENCE | DESIRABLE |
| Experience in producing content for the web. |
| EXPERIENCE | DESIRABLE |
| Experience creating responsive, mobile-first website. |
| EXPERIENCE | DESIRABLE |

SKILLS, ABILITIES AND KNOWLEDGE

| Fluent in both HTML and CSS. |
| ESSENTIAL | DESIRABLE |
| Working knowledge of jQuery and JavaScript. |
| EXPERIENCE | DESIRABLE |
| Ability to produce engaging, unique web pages. |
| EXPERIENCE | DESIRABLE |
| Creative designer with attention to detail and the ability to problem solve, proof read and sub-edit content. |
| EXPERIENCE | DESIRABLE |
| Ability to manage time effectively, working across multiple projects. |
| EXPERIENCE | DESIRABLE |
| Self-motivated and committed to delivering original, quality work. |
| EXPERIENCE | DESIRABLE |

VALUES

| Student Focused: Everything we do will have the students at the heart of it. |
| ESSENTIAL | DESIRABLE |
| High Quality: Expectations are high and we must exceed them. |
| ESSENTIAL | DESIRABLE |
| Inclusive: We will offer a diverse range of activities and services which are fulfilling and accessible. |
| ESSENTIAL | DESIRABLE |
| Brave: We should be bold and not afraid to challenge the status quo. |
| ESSENTIAL | DESIRABLE |
| Trustworthy: We will ensure we are transparent, honest and fair in what we say and do. |
| ESSENTIAL | DESIRABLE |

Our values are really important to us. In fact, we’re really keen to hear about times you’ve demonstrated any of the above traits so keep that in mind when writing your application.
PHOTOGRAPHER

We’re looking for a number of individuals to join our team of photographers, covering everything from our weekly function nights through to our major campaigns. So if you’re used to producing high quality, impactful imagery that resonates with your fellow students then you’re the one for us.

Responsible To: Communications Coordinator

Department: Marketing and Communications

Team: Communications

Contract: Casual, term-time only

Hours of Work: Up to 20 hours per week. The majority of shifts are during our late night events but are also flexible around your studies.

Salary: £8.27 per hour (£9.27 inclusive of holiday pay)

Closing Date: Sunday 13 May

Interviews: Week commencing 14 May

Start Date: Week commencing 28 May (shadow shifts)

Additional Notes: You will be required to provide a portfolio of work as part of your application

GENERAL DUTIES AND RESPONSIBILITIES

- To produce high quality imagery at our regular function nights, uploading these to our social media channels.
- To ensure brand consistency across all of our photography assets.
- To manage and participate in photo shoots, preparing briefs and providing relevant feedback.
- To provide creative insight and input to the Communications team.
- To work with and keep individual knowledge up-to-date on industry software.
- To interact and engage with students about Students’ Union events and services.
- To lead and coordinate on photoshoots, this could involve everything from organising assets and selecting props through to location selection.

- Adhere to RHSU’s Equality & Diversity Policy and demonstrate commitment to the progression of such policy within RHSU.
- Work in a safe manner, seeking to minimise hazards to ensure the safety of other staff and customers, and reporting all safety hazards to their line manager or other senior manager.
- Attend meetings and training events as required.
- Comply with the constitution, policies and procedures of RHSU at all times.
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style across the departments and activities of RHSU. This may involve undertaking duties in support of the activities and services of other departments.

The job description is current at April 2018 and should be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the post holder and RHSU in understanding the prime functions of the post. It should not be regarded as an exclusive or exhaustive statement of an individual’s duties and responsibilities.
**THE IDEAL CANDIDATE**

**EDUCATION AND TRAINING**

| Must be a current Royal Holloway student for the 2017/18 academic year. | X |

**EXPERIENCE**

| Experience of producing high quality photography that is correctly exposed and colour consistent. | X |
| Experience using a different range of cameras. | X |

**SKILLS, ABILITIES AND KNOWLEDGE**

| Outgoing and naturally creative mind. | X |
| Ability to work on location with stakeholders. | X |
| Proficiency with the Adobe Creative Suite, in particular Photoshop and Lightroom. | X |
| Ability to crop and process images, maintaining file size for the medium and performing quality assurance on all images. | X |
| Ability to manage time effectively, working across multiple projects. | X |
| Self-motivated and committed to delivering original, quality work. | X |

**VALUES**

| Student Focused: Everything we do will have the students at the heart of it. | X |
| High Quality: 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 we are transparent, honest and fair in what we say and do. | X |

Our values are really important to us. In fact, we’re really keen to hear about times you’ve demonstrated any of the above traits so keep that in mind when writing your application.

**HOW TO APPLY**

Applying for a role is really easy. Simply head over to su.rhul.ac.uk/jobs and choose the role you’d like to apply for and fill in the online application form.

Remember to add your CV and covering letter at this point when requested by the system. We can’t accept any applications that are sent direct by email so you need to ensure it all goes through our online portal.

After applying we’ll be in contact via email using the address you used when filling in the application form.

Finally, we wish you the best of luck in your application. If you’re unsure about anything at all or have any questions you can email us at surecruitment@su.rhul.ac.uk.

* All the job descriptions in this pack are current as of April 2018 and should be reviewed annually. They outline the main duties of the positions and they are designed for the benefit of both the post holder and RHSU in understanding the prime functions of the post. They should not be regarded as an exclusive or exhaustive statement of an individual’s duties and responsibilities.

**DATA PROTECTION WHEN APPLYING FOR A ROLE**

We’re committed to data protection and it’s important to know what’s happening with your data when you apply for a job role. That means we’ll only use the information you supply for the purposes of progressing your application (or to fulfil legal or regulatory requirements if necessary) and we’ll never share your information with any third parties for marketing purposes or store it outside of the European Economic Area.

For detailed information on data protection during the recruitment process head over to su.rhul.ac.uk/privacy