Content & Events

Coordinator

£25,200 (£26,208 FTE)

50 weeks per Year

## The Post

An exciting opportunity has arisen to join the University of Stirling Students’ Union as Content &
Events Coordinator to plan, coordinate and deliver communications activity as well as run events to enhance the student experience. You will take lead responsibility for the Union’s digital and social media communications, creating engaging and varied content. You will regularly track and evaluate delivery being data-led in your next project. With high levels of administrative skill, you will also support colleagues across the Union with promotional activity and help deliver Union events including Welcome Week and Awards Balls.

## About Us

Stirling Students’ Union is the representative student body at the University of Stirling. We are a registered charity and exist to support students getting the best degree, helping students make friends, supporting students when they need support and building skills for the future. We do this by supporting academic reps, providing volunteering opportunities, societies and sports clubs. We also offer support, employability skills, advice and opportunities to influence our sustainability work. We are proudly student led and each spring elect four full time paid students to lead our work: President, Vice President Communities, Vice President Education and Sports Union President.

## About You

We’re looking for a talented and passionate individual to join our organisation. You’ll be driven, using your initiative to support a wide range of organisational initiatives, programmes and projects. Specific duties of the role include:

**Content**

* Lead on day-to-day planning, design, creation and delivery of social media content to support all Union activity.
* Work with the Communications & Activities Manager to deliver an annual programme of Union activity and implement processes to support colleagues in the timely design and planning of such activity.
* Coordinate communication and promotion of all areas of Union services and programmes including our membership areas and retail operations.
* Plan and complete administrative tasks to support Union activity.
* Work with the Sabbatical Officers to ensure the effective delivery of Officer content and campaign activity across all Union communication channels.
* Lead on the development, analysis and impact of all social media and digital communications (including email and website), producing regular reports for colleagues on activity performance.
* Develop project plans for key organisational activity in collaboration with relevant Students’ Union staff and Officers.
* Keep up-to-date with current trends and to assess how these innovative practices can be implemented to enhance communication between the Union and its members.
* Have input into the on-going development and delivery of all Union communication channels.
* Co-ordinate any additional promotional materials required for the Union (including but not limited to pull-up banners, publications, printed promotional materials).
* Promote good practice across the Union in the use of Union branding and support societies/sports teams with guidance on use of the Union visual identity.
* Lead training for staff, Sabbatical Officers, societies and sports teams on use of social media to support Union activity.
* Contribute across the various areas of the Students’ Union to help deliver on the Students’ Union strategic plan.
* Work with the University communications team on collaborative programmes.
* Support Union marketing activity across all relevant functions.

**Events**

* Lead on organising, promoting and evaluating all Union events, delivering on time and within budget.
* Ensure regular monitoring of activity to ensure proper processes are in place and relevant costs/income are fully considered.
* Lead on the development and delivery of the Union’s activity during Welcome Weeks in the autumn and spring semester involving colleagues across the Union team and working closely with the University Events team.
* Working with Union colleagues, support the development and delivery of events such as the Societies Awards Ball, Sports Union Awards Ball, Inspirational Women Awards and the RATE Teaching Awards.
* Work with external partners to support our digital events platform and associated ticketing process.
* Work with societies and sports teams where appropriate to support their delivery of student focused events.
* Work closely with the University Events team to support the Union’s input across events such as Open Days and Applicant Days and Welcome Weeks.
* Work closely and collaboratively with the University’s student belonging programme, Be Connected.
* To monitor, evaluate and report on Union events to effectively grow and develop them for the future.

## Why apply?

At Stirling Students’ Union every day is different. If you like variety and would like to utilise your skills and experiences to make a difference within a fast-paced environment, then this could be the job for you. With a competitive salary for the non-profit sector, there’s plenty of reasons to consider building a career with us.

**If you’re a passionate and driven individual, exciting by the opportunity to create change and make an impact as part of a dynamic organisation then we’d love to hear from you.**

**Closing date for applications: 29th April 2024 at 9am**

**Interviews will be held: Thursday 9th May 2024**

For further information, please visit [www.stirlingstudentsunion.com/recruitment](http://www.stirlingstudentsunion.com/recruitment) where you will find application form, job description/person spec and equality monitoring form.

To apply for the position, please return your completed application form, along with an equality monitoring form to Wendy Forbes, Union Secretary & HR wf2@stir.ac.uk

**Work somewhere professional, but different. Build a career with Students’ Unions**