



JOB DESCRIPTION AND PERSON SPECIFICATION: SOCIAL AND COMMUNICATIONS ASSISTANT

Job description

Role:	Social and Communications Assistant
Rate of Pay:	£13.68 per hour. (This rate is inclusive of holiday pay)
Full/Part time:	Part Time
Contract term:	Fixed Term
Responsible to:	Communications and Marketing Manager
Hours:	This is a zero-hours contract designed to offer flexibility around your studies. Some evening and weekend work would be required.
Start date:	November 2025
Location:	The Union MMU – On site
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK
Benefits	We offer staff many benefits, including: + An employee assistance program (EAP) to support your wellbeing + Plenty of opportunities for learning and development + Monthly employee recognition incentives + Discounts on coffee and food

Purpose of the role

To assist the Marketing and Communications team in the planning, co-ordination and delivery of communication activity, projects and campaigns, predominantly on social media channels.

To support promotion of our new student bar, Boundary – engaging students through both online and offline channels.

Principal duties

Role specific:

- + Capture and edit photos and short videos to highlight events, student life, and campus stories for social media channels.
- + Attend events in our student bar, Boundary, to create 'on the ground' and reactive social media content.
- + Support with student communications, including student officer profile raising, Union brand storytelling and project communications.
- + Assist in creating written content including web articles and print materials.
- + Assist with building and sending emails, including newsletters and targeted campaigns.
- + Provide administrative support for projects, including booking meeting rooms, taking notes, recording actions, circulating documents and maintaining plans.
- + Support the delivery of marketing projects and campaigns including Welcome, Elections and Awards.
- + Support the marketing team to promote events at The Union.
- + Support with measuring, monitoring and evaluating The Union's marketing and communications plans, and campaigns.
- + Liaise with suppliers to gain quotes, order marketing materials and arrange delivery.
- + Support effective budget management, raising purchase orders and maintaining financial records.

The duties described above are not an exhaustive list but are intended as being illustrative of the level and type of work required. The Job Description may be subject to amendment from time to time after discussion with the post holder. This job description does not constitute part of the contract of employment.

Person specification

Criteria	Essential or desirable
Qualifications	
A student at Manchester Metropolitan University for the 2025/2026 academic year.	Essential
Currently undertaking a marketing, communications or related degree	Desirable
Experience	
Previous experience in content creation for social media channels	Essential
Excellent knowledge of digital communications planning and delivery	Desirable

Knowledge and skills	
Proficient with working on different social media platforms and tools	Essential
Ability to create high-quality photos and videos that align with The Union's brand	Essential
Awareness of emerging platforms and trends	Desirable
Personal attributes	
Positive attitude and self-motivated	Essential
Excellent communication and interpersonal skills	Essential
Strong attention to detail	Essential
Values and ethics	
Understanding of and commitment to the principles of equity, inclusion and diversity, and The Union's values .	Essential