

Internal Project Communications Support Student Placement (12-month FTC)

Job Ref: REQ231043

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The new University Strategy has brought about the need to increase support with internal communications for key projects the Organisational Development and Change Team help deliver. This placement will provide this support, as well as helping to deliver a project to enhance the internal communications offering at the institution.

Job Description

Job Grade: AD3 (Salary £21254 pa) 12-month FTC

Job Purpose: Provide internal communications support to projects delivered by the OD Change Team across the University, as well as supporting the University Internal Communications Manager (within the Marketing and Advancement Directorate) with delivery of a major strategic project to review and improve the way internal communications are delivered across the institution.

Job Duties

Duties within the Change Team will include:

- Support the creation of communications materials to promote the Loughborough University Strategy and wider Change Team activity.
- Post news, blogs, images etc. and make other updates where necessary to the Strategic, Organisation Development and project websites.
- Support Change Team members with project-related communication planning and delivery.
- Help to produce project-related digital content, including multimedia content, to engage staff, students, and external audiences.
- Assist with the planning, organisation and running of project-related events.
- Write engaging content for project stakeholders (inc. students, staff and external audiences) based on raw content provided by others.

Duties supporting the Internal Communications Manager will include:

- Providing administrative support for the Internal Communications Workstream project
- Working closely with a wide variety of internal and external stakeholders over email as well as attending MS Teams and in-person meetings
- Delivering assigned activities as part of the workstream project (tasks may include writing papers and minutes, undertaking market research, and contributing ideas to the objectives of the project).

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of Strategic Change.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Worked successfully in a project environment as part of your studies	1
	Delivered in teams and presented findings to senior stakeholders.	1&2
	Previous experience of producing digital and/or print communication materials	1&3
	Developed & delivering successful presentations, marketing material or similar	1&2
	Working knowledge of social and digital media	1
Skills and abilities	Keen interest in and enthusiasm for effective communications.	1&3
	Strong planner and organiser.	1&2
	Track record of consistently delivering to deadlines	1&3
	Excellent verbal and written interpersonal skills.	1,2 & 3
	Self-driven and able to operate with minimal supervision.	3
	Excellent practical IT skills including Microsoft Office	1&2
	Ability to maintain confidentiality	3
Training		
Qualifications	GCSE Grade C or equivalent in English and Maths	1
Qualifications	Working towards or recently completed an undergraduate degree'.	1
Other	A willingness to undertake further training where necessary	1

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience in working in an external or internal communications role	1
Experience	Experience working in a higher education setting	1
	Web updating skills	1
Skills and abilities	Able to work at pace in a fast-paced, multi-disciplinary environment	1&3
Qualifications	Undertaken in-course modules in digital and non-digital Communications	1

Conditions of Service

The position is FIXED TERM. Salary will be on **Scale AD3** per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5/, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/az/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>