

Job Description: Campaigns Assistant

Salary: £13.45 per hour

Working Pattern: Part-time at 8 hours a week, shift pattern to be discussed with your manager, may include evenings and weekends – flexible around university work

Responsible to: Campaigns and Organising Coordinator

Responsible for: N/A

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. Purpose of Post:

To work as a Campaigns Assistant, supporting the Student Rights and Campaigns team in their advocacy and lobbying work. To enact the Students' Union campaigning & civic engagement activity to support student needs. To work both independently and as a team with Hallam Students' Union staff members, students and external stakeholders in the community to improve on key issues affecting students.

2. Overview of Main Responsibilities

- To play an active role in mobilising students in political lobbying and civic community activity.
- To assist in administrative tasks to support lobbying work including meeting scheduling, room booking and creating risk assessments.
- To assist in planning, set-up and delivery of key events including Sheffield Students' Assembly and our semesterly 'Meet Your MP' drop-ins.
- To work closely with our Marketing and Communications team to drive engagement to our team's activity, services and events.
- To play an active role in outreach activity to promote our services and gain student insight.
- To utilise networks of students to increase engagement with our lobbying and democratic structures work.
- To contribute to building a sense of belonging for students at Hallam.
- To keep up to date with relevant liberation student issues, and work with liberation groups and empower them to stand up for their rights and take part in relevant projects and campaigns and research/feedback.
- To help facilitate HSU's community organising and student-led campaigns work;
 - To actively engage with and inspire communities of students to act around their common concerns, motivating them to build their collective power and overcome social injustice.

- To reach out, listen, and facilitate discussion through on-campus activities and online, amplifying the student voice and turning feedback into action.
- To support in working with relevant external stakeholders to connect different communities with shared interests and concerns.

3. Represent Hallam Students' Union

- A commitment to respect, confidentiality and professionalism at all times of work, both with peers and with staff
- To come into HSU and SHU buildings when required for meetings, catch-ups etc.

4. Student Staff Common Requirements

- You may be asked to work key SU events & activity such as Welcome, Graduation or Democratic structures activity.
- A commitment to Hallam Students' Unions core values.

PERSON SPECIFICATION

Job Title: Campaigns Assistant

1	Qualifications/Training		
1.1	Current Student at Sheffield Hallam University	E	A
2	Experience & Knowledge		
2.1	Experience of working with a variety of people from different backgrounds.	D	A
2.2	Interest in or experience of campaigning & community work, and enthusiasm for achieving meaningful change that positively impacts the lives of others.	E	A/I/T
2.3	Previous experience of using digital systems such as Microsoft Office or Google Workspace.	E	A
2.4	Experience of actively engaging in the Hallam community, examples include but are not limited to societies, the representation system, political student groups, sports clubs.	E	I/T
3	Skills & Attributes		
3.1	Excellent organisational skills, attention to detail and the ability to prioritise workload and manage own time.	E	I
3.2	Have the confidence and enthusiasm to speak to and present ideas to colleagues at the Students' Union to report information about their ongoing projects and campaigns.	E	I/T

3.3	Ability to work and communicate effectively with a diverse group of people, using both written and verbal communication skills.	E	A/I
3.4	Ability to co-ordinate and plan a project or campaign.	E	T
3.5	Able to maintain up to date knowledge on current and key affairs, both social and political which impact Hallam students	D	T
3.6	Ability to be work well within a team and build strong working relationships with a wide range of people, including students and professional organisations.	E	A
3.7	Possess a genuine interest in making a positive contribution to the overall student experience at Sheffield Hallam.	E	A
3.8	Demonstrable ability of consistently maintaining and upholding commitments within a role (this could be a paid role, or a group project).	E	I

***A – Application, T – Task, I – Interview**