

## **JOB DESCRIPTION**

<b>Job Title:</b>	Web and Graphic Design Assistant
<b>Salary:</b>	£8.35 an hour
<b>Location:</b>	College Lane Campus
<b>Hours:</b>	Maximum of 20hours per week (Zero Hours Contract)

### **MAIN PURPOSE OF JOB:**

Maintaining and developing content for the Students' Union website, sharing this knowledge with the wider organisation and providing support for Students' Union staff. Reporting to the Marketing and Communications Manager.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Working with the Marketing Team and our web provider to develop our website design and functionality.
- Assist with the development of web content, providing new and innovative ways of engaging our student audience.
- Develop and test new ideas for web content working closely with the Marketing Team and other staff.
- Create graphics and other visuals for our website and other digital outlets.
- Share website knowledge with the rest of the team.
- Any other appropriate duties as assigned by your line manager

### **STANDARDS**

- To aspire to the highest standards of customer care at all times and in conjunction with other relevant Hertfordshire Students' Union staff, to identify and respond to customers' needs.
- To respect the democratic nature of the Students' Union at all times.
- The post holder will present themselves for work being clean and tidy, wearing any stipulated uniform.
- The post holder will display the highest standards of integrity at all times.
- The post holder will observe the highest standards of punctuality.
- The post holder will not consume alcohol or illegal substances whilst on duty or arrive on duty under the influence of either.
- The post holder will have a flexible approach to the hours and days worked.

## Service Excellence:

We go above and beyond for our students and each other – we're committed to providing excellent service across the board and we support each other to prioritise this every day.

## PERSON SPECIFICATION

### Web and Graphic Design Assistant

SELECTION CRITERIA	REQUIREMENTS	Essential/ Desirable
<b>Special Requirements</b>	Excellent proven skills in and sound knowledge of	E
	Design/DTP package (Adobe, Photoshop, Adobe Indesign/Quark) and prior experience of designing for websites.	E
	An understanding of coding and web functionality, PHP, HTML, CSS and Javascript	E
<b>Skills</b>	Ability to work on own initiative and prioritise work	E
	Ability to work to tight deadlines	E
	Good communication and referral skills	E
<b>Other</b>	A friendly and approachable nature	E
	Creative and innovative approach	E

This job description intended as a guide to the duties required and is not exhaustive.