

# Marketing and Communications Assistant - Placement

**£23,000**

**35 hours per week**

**Fixed-term: Full Time July 2025 – June 2026**

*Hallam Students' Union is looking for an enthusiastic individual to join our Marketing and Communications team as our Marketing and Communications Assistant.*

## **What's the job?**

As our Marketing and Communications Assistant, you'll be essential in supporting the Marketing and Communications team to drive engagement with the Students' Union. You will be key in creating and delivering exciting content that engages with students. This will be through the video, photo, design and copywriting. You will get an excellent introduction to how a busy marketing team works and get the opportunity to develop a broad range of marketing skills.

## **Who you are:**

You will be a driven person who isn't afraid of a busy working environment. Problem-solving will come naturally, and visual storytelling will be a skill. You will understand how to produce visual content for a wide range of digital platforms and different demographics of students at Hallam. Social media trends will be obvious to you, and the types of content that will drive sales and engagement will be clear. You'll work well with people and manage stakeholder expectations.

## **Why apply?**

Apart from being paid for a job you will love, there are other benefits to joining us. We have a culturally diverse and progressive atmosphere; you will get generous paid holidays and flexible working patterns. We are professionals and take pride in the work that we do, but we also do not take ourselves too seriously, so expect a casual dress code and work environment. We also understand the value and importance of our staff continuously developing personally and professionally, and therefore we have a deep commitment to training and development for everyone.

**We're committed to equality of opportunity for all. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability status. We want to support diverse and inclusive work environments and are actively looking for people who share our values.**

If you would like any further information or an informal enquiry about the roles please contact Matt Gilford, Marketing and Communications Manager at [m.gilford@shu.ac.uk](mailto:m.gilford@shu.ac.uk).

**For further information and an application pack (please note we do not accept CVs without the supporting documents), please visit the Sheffield Hallam Students' Union website <https://www.hallamstudentsunion.com/opportunities/jobs/>**

Closing date for receipt of all applications is **31 March 2025**

Interviews are currently planned to be held on **Monday, 27 May 2025**