

### **Role Profile**

<b>Role title:</b>	SU Brand Ambassador
<b>Salary:</b>	£12.60 per hour + holiday pay
<b>Full/Part Time:</b>	Part-Time
<b>Contract term:</b>	Zero Hours
<b>Accountable to:</b>	Senior Marketing Coordinator
<b>Accountable for:</b>	N/A
<b>Hours:</b>	Generally 2 - 8 hours per week, varying across term time. You can expect periods of no work during the year.
<b>Location:</b>	The duties will be delivered at the main Students' Union building and the University of Manchester campus.
<b>Eligibility:</b>	Open to applicants with relevant skills and experience who are eligible to work in the UK from the start of employment and a current student at either UoM, MMU or UoS
<b>Benefits:</b>	We offer a great range of benefits. You can see them <a href="#">here</a> .

### **Our Organisation**

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

### **Our Organisational Values**

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values. Our values are:

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

## **Role Overview**

The Marketing and Events team are looking to recruit multiple SU Brand Ambassadors to support our brand campaign activities throughout the academic year.

The role of the SU Brand Ambassador is to welcome students to the University of Manchester, promote Students' Union key messages, and champion the SU brand to support the work of the Marketing and Events Team. The role involves face-to-face activities with students in and around the Students' Union and the University campus. Some examples of campaigns you will work on are Welcome Week (Freshers 2024), Refreshers, Exec elections, Reclaim the Night and more. You will support us in ensuring our organisational values are at the forefront of our marketing activity, helping us to offer students a great experience whilst at University by creating an inclusive and welcoming community where we put students at the heart of everything we do.

Working with the Marketing team you will be responsible for championing our brand by building relationships with our students and engaging with them across the variety of activities. You will do this by leading branding activity stations, handing out flyers and freebies while telling students about our upcoming events and campaigns to boost either sales and/or engagement. Helping us increase brand awareness and brand loyalty amongst our students.

When allocated to promote a campaign or support with experiential activity, the lead staff manager will provide you with guidance and any materials to help you in your duties. For example, when promoting a new offer for one of our commercial outlets you would be required to approach students and ask if they would like a free sample, giving them information about our new offer and handing out the corresponding flyers after answering any questions they might have had. As such, in this role you will confidently approach and talk to students in and around the Students' Union building and other University buildings, whether this be to try a sample from our commercial outlets or encouraging students to vote in our LEACD MCR campaign.

This role is great for students with excellent communication skills, with a confident and outgoing personality to create a friendly and safe environment for students to engage in our events and activities.

## **Key Result Areas**

<b>Responsible for</b>	<b>Contributor to</b>
Supporting the on the day running of a variety of brand activity stations both within the SU building and around campus to ensure the SU Brand is visible within the student population. This includes being responsible for set up, pack down and running the activity stations both individually and within a team. By doing so placing a focus on helping you to continuously improve and progress your independent management skills through being responsible for activation stations.	Contribute to increasing brand visibility for both the SU brand and our commercial brands through our experiential marketing activity. Ensuring students are always left with a positive experience when interacting with us as a brand.
Engaging with multiple students to promote our brand message, key events, campaigns and commercial offerings. Ensuring you are up to date with all relevant information in order to provide the best service to students. This aims to help provide a great experience for students by creating a	Contribute to making sure our organisational values are at the forefront of our marketing activity, helping us to offer students a great experience whilst at University by creating an inclusive and welcoming community where we put students at the heart of everything we do

community feel when talking to them, letting them know about all of the great things we have on offer and how we can help them should they need it.	
Responsible for executing the preparation for promotional activity, e.g packing bags, to ensure the promotional activity can run to schedule. This is key to helping create a sense of community within the Marketing team, where everyone chips in to ensure marketing activity is fully prepared and can go ahead for students to enjoy.	Working with the Marketing and Events team to increase engagement levels with the activities and ticket sales for events that you will be promoting. Resulting in the development and expansion of our events promotion capabilities.

### **Organisational Stewardship & Leadership Responsibilities**

- You'll participate in team planning days.
- You'll assist in key Students' Union events & activities throughout the year including Welcome Week, elections and supporting the officers in delivering their plans.
- You'll perform duties in line with the Union policy & procedure framework.
- To contribute to maintaining communal areas and team stores

### **Person Specification**

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
<b>Education</b>				
Open to applicants with relevant skills and experience who are eligible to work in the UK / and a current student at either UoM, MMU or UoS	✓			
<b>Skills</b>				
Promotion – Ability to confidently promote key messages to stakeholders and grab their attention in a small amount of time to interest them in our promotional material	✓			
Customer Service – Understanding of good practice when engaging students and stakeholders and ensuring the promotion of an inclusive environment	✓			
Communication – building connections with stakeholders, relaying information, navigating and overcoming problems through discussion	✓			
<b>Personal Attributes</b>				
Ability to cope with challenges under pressure – for example being able to handle negative responses from students and still able to approach the next group positively				✓
Ability to be adaptable and flexible in				✓

response to changing situations – for example taking different approaches when talking to different groups of students				
Confident and enthusiastic when talking to different stakeholders both one-on-one and in larger groups				✓
<b>Values &amp; Behaviours</b>				
Align with the SU's values and behaviours both personally and professionally				✓
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work		✓		
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve				✓
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions				✓

### **Our Recruitment Process**

The way that we recruit is designed to be fair, transparent, and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

You can find more information about our recruitment process on [our website](#).