

Career Destinations

Job Description and Person Specification

JOB DESCRIPTION

Post title:	BEES Communications Assistant		
Academic Unit/Service:	Sustainability Action Programme & University of Southampton Students' Union		
Faculty:	Engineering & the Environment		
Career pathway:	ERE*/TAE/MSA/CAO/R.Nurse/Clinical	Level:	
*ERE category:	Balanced portfolio/Research focused/Teaching focused/Enterprise/Education development		
Posts responsible to:	SUSU Sustainability Manager (Level 3)		
Posts responsible for:	-		
Post base:	Office-based		

Job purpose

To develop communications for the Business Ethics and Environment Students (BEES) Programme.

Key accountabilities/primary responsibilities	% Time
1. To update and maintain website content and produce case studies and press releases to support the development of the programme	40
2. To support the development and implementation of a social media strategy for the BEES programme	40
3. To support the BEES team in other related activities as appropriate	20
4. Any other duties as allocated by the line manager following consultation with the post holder.	

Internal and external relationships

Internal: to work with all members of the BEES programme in the Students' Union and the University

External: to liaise with local businesses under the guidance of the project managers as appropriate

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge & experience	<p>Working towards or completion of a good undergraduate degree</p> <p>Proofreading skills</p> <p>Confident in use of computers</p> <p>Experience of writing for web and understanding of different audience needs</p>	<p>Experience of effective marketing through social media</p>	<p>Application</p> <p>Application & Interview</p> <p>Application & Interview</p> <p>Application & Interview</p> <p>Application & Interview</p>
Planning & organising	<p>Ability to work to deadlines and manage multiple tasks at one time</p>		<p>Application & Interview</p>
Problem solving & initiative	<p>Ability to assess the needs of specific groups of individuals and communicate actions</p>		<p>Application & Interview</p>
Management & teamwork	<p>Ability to take initiative</p> <p>Ability to work independently and as part of a team</p>		<p>Application & Interview</p> <p>Application & Interview</p>
Communicating & influencing	<p>High level of written and verbal communication skills</p> <p>Ability to build good relationship with a wide range of colleagues across the organisation.</p> <p>Understanding of online promotional channels (social networks, websites) to promote events</p> <p>Professional in their approach to communications</p>		<p>Application & Interview</p> <p>Application & Interview</p> <p>Application & Interview</p> <p>Application & Interview</p>
Other skills & behaviours	<p>Attention to detail</p>		<p>Application & Interview</p>
Special requirements	<p>NA</p>		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/>	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/>	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: •			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			