



1 Advertisement

Post Title: Information Coordinator (Education)

School/department: School of Media, Arts & Humanities

Hours: Full time or part time hours considered up to a maximum of 36.5 hours per week. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: Permanent

Reference: 6362

Salary: £22,254 to £25,627 per annum, pro rata if part time

Closing date: 24 September 2021. Applications must be received by midnight of the closing date.

Expected start date: ASAP

We are seeking a creative, proactive, and well-organised communicator and administrator to join our Education & Students Team in the School of Media, Arts & Humanities. This is a great opportunity for someone with a keen interest in communications and the development of internal networks.

This is a new post embedded within the Education & Students (E&S) team and intended to act as a point of contact and link between students, staff members, internal departments/teams, and external contacts. The postholder will provide comms and information management support to the team and administrative support to the academic and PS E&S leads.

As Information Coordinator (Education), you will be responsible for the development, management and sharing of information and communications within the Education & Students team and across the School. Working in partnership with colleagues in Research, Operations, and particularly the internal Comms Team, you will be able to identify where there are gaps in internal communications and work with colleagues to find creative solutions which drive forward our internal communications and information management.

The post holder will:

- support the coordination of information and activities across education and student experience areas, ensuring the processes and services for which they are responsible operate smoothly
- be a key point of contact and liaison with other teams in the School
- have a key role providing diary management and supporting meetings for the education management team
- support the production and delivery of effective communications and

information in various formats.

The successful candidate will have excellent communication and organisation skills as well as experience using databases, communication software and Microsoft Office. They should have an interest in web editing and content creation and an aptitude for online systems.

Please contact Molly Butterworth, M.P.J.Butterworth@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

Please ensure you evidence against all the criteria in the Person Specification on the “Additional information in support of your application” page of your application form.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds

1. The School / Division

The School of Media, Arts & Humanities formally launched on 1st September 2020. The School is situated in the Arts A, Arts B and Silverstone Buildings. Media, Arts and Humanities is a School that brings together a wide range of disciplines including English, History, Art History, Philosophy, Media, Film, Music and Language Studies. The School of Media, Arts and Humanities offers a vibrant platform for high-quality teaching and learning, and cutting-edge, interdisciplinary research in a friendly and supportive atmosphere, combining theory, practice, activism and critical and creative work.

For students there is a real focus on graduate employability, with an exciting industry facing curriculum with work placements and strong links with cultural institutions such as the BBC and museums, theatres, and galleries around the world.

Please find further information regarding the school/division at <https://www.sussex.ac.uk/schools/media-arts-humanities/>

3. Job Description

Job Description for the post of: Information Coordinator

(Education)

Department: Education & Students Team

Section/Unit/School: School of Media, Arts &

Humanities

Location: Arts A

Grade: 4

Responsible to: Education Manager

Responsible for: N/A

Purpose of the post:

To develop strong internal comms and information management between the E&S Team and the wider School. To provide admin and organisational support to the E&S Academic and PS leads.

Key Responsibilities:

Communications & Marketing:

- Undertake overall responsibility for updating the team's communication and collaborative platforms, following University guidelines.
- Produce and enact communication plans for relevant team projects and campaigns
- Draft content and copy for web, print and digital channels, where appropriate
- Monitor, measure and review effectiveness of channels
- Keep up to date with communications best practice and advise colleagues
- Provide promotional and logistical event organising and support to School teams and colleagues including for school admissions and open days.
- Work with colleagues to source speakers for a range of events such as careers, mentoring, masterclasses, student society hosted talks and Awards within the School
- Assist with compiling and disseminating School newsletters/bulletins
- Assist with the delivery of the School comms and marketing plans
- Work with the School communications team to assist with updating School/department education websites, following University guidelines and as part of the network of web editors within the School and in the University Web Team

Administration

- Provide administrative assistance to the Associate Deans and PS leads

- Assist with internal and external enquiries
- Maintenance of E&S related mailing lists
- Maintaining a comprehensive set of school records and documentation.
- Developing and publishing committee and meeting information, including inputting to the school calendar
- Managing diaries
- Arranging and minuting meetings
- Supporting HR and Finance processes around education related activities
- Take on a range of projects, which may include alumni liaison, induction of students and staff; and organising school events.

General responsibilities

- Develop strong working relationships with key internal and external colleagues to ensure planned activities and outcomes are joined-up
- Attend staff meetings and training as required.
- To provide frontline support for enquiries, and reception cover on occasion
- To provide support to the School Comms Team
- Be a key contact point for the internal Comms and University External Relations teams
- Represent the School to a high professional standard.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed. Some flexible working around days of work, evenings and weekends may be required on occasion.

2. Person Specification

SKILLS / ABILITIES	Essential	Desirable
Excellent interpersonal, written and oral/verbal communication skills	x	
Proficiency with MS Office	x	
Ability to use publishing design software such as Canva; Publisher etc		x
Excellent organisational skills and the ability to manage and prioritise a diverse workload	x	
Strong attention to detail and ability to maintain accuracy whilst working under pressure	x	
Able to use own initiative and judgement, especially in relation to cross-team work	x	
Proficiency with using digital media channels/social media for professional purposes	x	

KNOWLEDGE

An understanding of communications and marketing activities	x	
A background in media, arts, humanities		x
An understanding of working in a Higher Education environment		x

EXPERIENCE

Experience of working in digital marketing or communications		x
Experience of copy editing or copy writing for print and/or web	x	
Experience of producing publications		x
Experience of working with complex databases/information	x	
Experience of maintaining social media groups and/or webpages	x	
Experience of events co-ordination		x
Experience of networking	x	
Experience of supporting and servicing meetings	x	

PERSONAL ATTRIBUTES AND CIRCUMSTANCE

An enthusiastic and positive approach, and committed team player	x	
A flexible approach to work, which may entail occasional evening and weekend commitments for which time off in lieu will be given	x	
Comfortable in a busy, changing work environment and can make a positive contribution to the change	x	
Commitment to providing high levels of service to students and staff	x	
Commitment to staff development	x	