1 Advertisement

Post Title: Senior Campaigns Coordinator  
School/department: Communications, Marketing & Advancement.  
Hours: Full Time or part time hours considered up to a maximum of 36.5 hours. Requests for flexible working options will be considered (subject to business need).  
Contract: Permanent  
Reference: 6493  
Salary: starting at £26,341 to £30,497 per annum, pro rata if part time.  
Placed on: 17 December 2021  
Closing date: 27 January 2022. Applications must be received by midnight of the closing date.  
Expected Interview date: TBC  
Expected start date: ASAP

The University of Sussex is looking to recruit a Senior Campaigns Coordinator to support the work of the Campaigns team within the Marketing, Advancement and Communications division.

The Senior Campaigns Coordinator will report into the Associate Director of Campaigns and work on a diverse range of exciting strategic projects and events including the University’s 60th Anniversary, Graduation and The Education Awards.

The post-holder will be able to demonstrate their project co-ordination skills and have a good attention to detail. Working with colleagues across the University, external stakeholders and suppliers, the post-holder will have strong team working skills and a flexible approach.

Content production and distribution is also an important part of this role and the post-holder will need experience of developing and creating digital content for a variety of different audiences and platforms.

Supporting the delivery of a range of exciting projects, the ideal candidate will be an enthusiastic individual with a keen interest in campaigns and communications and is now looking for a rewarding next step in their career.

Please contact Associate Director of Campaigns, Sarah Ross, sarah.ross@sussex.ac.uk

For full details and how to apply see our vacancies page

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

2. The School / Division
3. Job Description

Job Title: Senior Campaigns Coordinator
Grade: G5
School/Division: Communications, Marketing and Advancement
Location: Sussex House
Responsible to: Associate Director of Campaigns
Direct reports: n/a
Key contacts:

Role description:
To have general responsibility for the co-ordination support across a strategic campaigns and activities acting as a point of contact and link between students, staff members, internal departments, and external contacts. To co-ordinate the provision of administrative support and creative ideas to institutional initiatives and events.

PRINCIPAL ACCOUNTABILITIES

In relation to a range of campaigns and communications initiatives:

1. Support the successful delivery of campaigns through the effective co-ordination of activities, communications, events and meetings

2. Develop, publish and appropriate communications related to a range of creative projects, events and strategic projects.

3. To act as the main point of contact for colleagues both within the division, other areas of the University and external partners.

4. Provide support for evaluation of projects and campaign initiatives, taking into a count a full of mix of communications measures.

KEY RESPONSIBILITIES
1. Working as part of a team and within the wider institution, assist with the planning, scheduling and delivery of activities, events and meetings, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice, including, but not limited to:

- Helping to ensure that timelines and resources are identified, realistic and achievable
- Proactively raising issues arising in advance for discussion and resolution
- Co-ordinating the delivery of activities according to the schedule and in liaison with managers responsible for delivery
- To act as an ambassador for the campaigns team, working with colleagues across the University
- Contribute ideas and suggestions for improvements to work practices and methods.

2. Communicating effectively with all stakeholders

- Publicising activities, events and meetings to all relevant staff, students or external parties in an effective way
- Helping to develop creative content in support of key strategic communications initiatives and projects. Working closely with colleagues within digital and creative media, brand and publications, communications and public affairs.
- Contributing to the internal communications channels and supporting with social media activity.
- Maintaining website pages (and other sources of information) to accurately reflect current activity in an engaging way

3. Providing support, information and guidance to staff and students.

- To be the first point of contact in answering incoming queries related to campaign initiatives or creative projects. Assisting communications colleagues as appropriate.
- Providing information on projects and strategic communications initiatives, providing tool kits and guidelines as appropriate to colleagues across the institution.

4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes

5. Creating and maintaining project plans to ensure projects are delivered successfully and can be evaluated.

- Developing basic project plans for various campaigns and initiatives
- Presenting data and analytics to enable analysis and interpretation

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- The post holder reports to the Associate Director of Campaigns. The post holder may be expected to work collaboratively across the University and with key stakeholders.
- Support achievement of the Divisions compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Effective planning and organisational skills to organise own workload and priorities.
2. Strong communications skills.
3. Ability to work flexibly within a small team and also on own initiative.
4. Competent IT skills including creative packages such as simple video editing programs

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability to work across teams to deliver creative projects
2. Project planning skills, and stakeholder management
3. Experience of developing creative ideas in support of communications projects
4. Experience of events co-ordination
5. Strong writing skills, across social media and corporate communications channels

DESIRABLE CRITERIA

1. Two years' experience working in a similar role.
2. Experience of working in a communications role or press office, or creative agency or company