



1 Advertisement

Post Title: Information Coordinator (Communications and Events)

School/department: School of Media, Arts and 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: 6589

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

Closing date: 18 October 2021. Applications must be received by midnight of the closing date.

Expected start date: ASAP

We are seeking an experienced, creative and organised individual to join our Communications team working on internal and external communications, social media, marketing, admissions and recruitment-related events and activities. Initiative, flexibility and the ability to communicate effectively, both orally and in writing is essential, as is experience of web design.

Working as part of a team, you will be responsible for the development, management and sharing of information and communications across the School. Working in partnership with colleagues in Research and Education, you will be able to identify creative solutions which drive forward our communications and information management.

The post holder will:

- support the coordination of information and activities across the School, 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
- support the production and delivery of effective communications and information in various formats
- support student recruitment events, such as Open Days and Applicant Visit Days

The successful candidate will have excellent communication and organisational skills and creative flair, as well as experience using databases and communication software. They will have a keen eye for detail, be dynamic and self-driven with a can-do attitude, eager to learn and take on responsibility. They should have an interest in web editing, content creation and an aptitude for online systems. Experience in using social media for professional purposes is essential, as is a good working knowledge of Microsoft Office software and Adobe Creative Cloud.

Proficiency in creating and editing short videos would be advantageous.

Please contact Ian Tout, I.Tout@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

2. The School

The School of Media, Arts and Humanities formally launched on 1st September 2020 and is situated in the Arts A, Arts B and Silverstone Buildings. The School brings together a wide range of disciplines including English, History, Art History, Philosophy, Media, Film, Music and Language Studies. It 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 at:

<https://www.sussex.ac.uk/schools/media-arts-humanities/>

3. Job Description

Job Title:	Information Coordinator (Communications and Events)
Grade:	4
School:	Media, Arts and Humanities
Location:	Arts A
Responsible to:	Communications Officer
Direct reports:	N/A

Purpose of the post:

Working as part of the School team to provide administrative support for communications, information, marketing, admissions and events.

Key Responsibilities:

1 Coordinating the publication of school information

- 1.1 Maintaining records and databases
- 1.2 Assist on developing and publishing committee, meeting and events information, including the School calendar

2 Communications

- 2.1 Assist with updating School/department/research centre websites, following University guidelines and as part of the network of web editors within the School and in the University Web Team
- 2.2 Support internal School communication plans and activities (e.g. maintaining online news and events) linking into University wide internal communications team.
- 2.3 Assist with compiling and disseminating School newsletters/bulletins for staff and students
- 2.4 Lead on creating an engaging and responsive digital face for the School on social media by sharing news and events, and promoting courses and opportunities

3 Support for School marketing and student recruitment

- 3.1 Provide local support for the School's marketing activities
- 3.2 Assist with the preparation of events such as Admissions and Open Days, ensuring supporting material is available and any other related duties.
- 3.3 Working within the Communications team and in liaison with Marketing colleagues, monitor and develop School publications in line with School objectives and consistent with University brand guidelines.
- 3.4 Lead on creating an ongoing series of short videos for sharing on social media and websites promoting courses

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.

4. 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; Adobe Creative Cloud		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 creating and editing short videos		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	