

2026 RECRUITMENT PACK

Marketing & Communications
Co-ordinator





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We've pulled together this recruitment pack to give you everything you need to know about the job, Ormskirk and Edge Hill Students' Union.

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ABOUT EHSU

We're a charity led by students, for students. We deliver events, campaigns, societies and support to help over 16,000 students at Edge Hill thrive.

Regardless of background or ambition, EHSU is here to help our members connect, belong and achieve.

We're inclusive
& accessible

We're fired up
to make
change happen

We make EHU
better for
everyone

We empower
individuals and
groups



WHO WE ARE

We are a diverse team of staff and students, working together to create positive change for the student community at EHU. Our team includes both full-time and part-time staff as well as student representatives who bring their lived experiences to the table.

At the heart of our work are our elected officers, who represent students from the Universities three Faculties:

- **The Faculty of Health, Social Care & Medicine**
- **The Faculty of Arts & Sciences**
- **The Faculty of Education**

Together, we collaborate to ensure that students' voices are heard, their needs are met, and their university experience is the best it can be.



WHAT WE DO

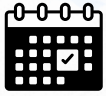
We are the recognised representative channel for students, and we work closely with our elected officers across the University's three Faculties to ensure student issues are represented and voiced.

We offer free, professional, advice, guidance and support to students covering areas such as academia, finances, housing and wellbeing.

We organise activities, societies, and social events both on and off campus, which is funded by money spent at our SU Building, on-site Subway and retail shops.



OUR STAFF BENEFITS



Annual Leave: 25 days + bank holidays and extra days holiday at Christmas.



Workplace Pension: 3% Employee to 5% Employer contribution



Training & Development:
Access to training and development through annual PDR process



Wellbeing: Occupational Sick Pay & access to our BUPA private healthcare package



HOW WE'RE STRUCTURED

STUDENTS

BOARD OF TRUSTEES

ELECTED OFFICERS

CEO

**FINANCE
&
PEOPLE**

**MARKETING
& COMMS**

**MEMBERSHIP
SERVICES**

**ADVICE &
GUIDANCE**

ABOUT THE ROLE



Job Title	Marketing & Communications Co-ordinator
Reporting to	Head of Membership Services
Salary	<i>£23,912 - £27,682 (Appointments are normally made at the bottom of the pay scale [£23,912], with the opportunity to progress through the grade in line with our pay policy)</i>
Working hours	35hrs per week
Closing date for applications	Sunday 15th February - 23:59pm

ROLE DESCRIPTION

We are a small, driven team working at a fast pace, valuing autonomy, creativity, professionalism, and quality. Our students trust and value the engagement and commercial services we provide, which contribute to a positive everyday experience at Edge Hill University.

We are united by a shared commitment to student success and take pride in the role our work plays in supporting it.





ABOUT THE ROLE

AN ALL-ROUND MARKETING & COMMS SUPERSTAR!

In this role you will be Edge Hill SU's primary content planner, creator and editor. You will undertake primary responsibility for day-to-day public facing communications and digital engagement across the SU and will own the SU's website and established social media networks including TikTok, Instagram, and Facebook.

The role will be encouraged to break new ground in communications and digital engagement, including the imaginative use of text, image and multimedia, event amplification and dissemination through social media, and will be responsible for driving audience engagement in online and offline media through content creation and knowledge of online engagement trends.





ABOUT YOU

ABOUT YOU

You will be a dynamic, and creative thinker and will take a lead on planning and delivering marketing and communications campaigns for the organisation. You will be responsible for creating and editing content to maintain and implement the Edge Hill SU tone of voice and core narrative across all media and routes to market. A natural self-starter, you'll bring fresh ideas, energy, and initiative to our work, with the confidence to engage and build relationships with students, staff, and the wider community.

You will have a flair for storytelling and a keen eye for detail, matched with the technical skills to manage communications across a variety of platforms. Above all, you'll be someone who thrives on collaboration, innovation, and using communications to create meaningful impact.

*[Please make sure to read the full Job Description and Person Specification on our **website** to get more information on what this role is all about!]*



HOW TO APPLY

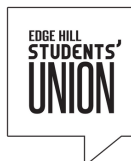
HOW TO APPLY...

For more information regarding this role, please see the full job description and person specification [here](#).

To apply for this role please [click this link](#) to visit our website, and click the “Apply” button beneath the relevant role.

If you have any questions about the process or would like an informal chat about the role itself, please reach out to: **Daniel Morana - Head of Membership Services - moranad@edgehill.ac.uk**





OUR COMMITMENT TO INCLUSION

Our objective is to build an organisational culture that thrives on the contributions of our talented workforce, their innovative ideas, extensive knowledge, unwavering dedication and strong enthusiasm. We make efforts to attract talented individuals and make significant investments in every stage of their employment journey.

We actively celebrate difference, and respect everyone's individuality and identity. We welcome applications from candidates; irrespective of age, disability, gender, marriage or civil partnership, race, religion or belief, pregnancy and maternity, sex or sexual orientation.

Our commitment is to create an inclusive, equal, diverse and fair workforce, which we believe represents the people here at Edge Hill Students' Union.