

2026 RECRUITMENT PACK

Student Content Assistant





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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



Training & Development:
Access to training and development through annual PDR process, and access to national conferences for SU liberation officers



20% Subway discount, free hot drinks and cold dispenser drinks when on shift.



Voluntary Opt-in to Workplace Pension: 3% Employee to 5% Employer contribution



Flexible Working Arrangement up to 16 Hours per Week.



HOW WE'RE STRUCTURED

STUDENTS

BOARD OF TRUSTEES

ELECTED OFFICERS

CEO

**FINANCE
&
PEOPLE**

**MARKETING
& COMMS**

**MEMBERSHIP
SERVICES**

**ADVICE &
GUIDANCE**

ABOUT THE ROLE



Job Title	Student Content Assistant
Reporting to	Marketing & Communications Co-ordinator
Salary	£12.71 an hour.
Working hours	Up to 16 hours per week.

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

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As a Content Assistant, you'll help create engaging and authentic social media content that captures student life, Students' Union events and key campaigns to enhance Edge Hill Students' Union's online presence.

You'll assist in documenting major events through photography and short-form video; acting as the creative voice telling our Union's story and encouraging your fellow students to engage with their SU.

As part of your role, you'll work closely with the Marketing and Communications Coordinator to ensure our social media content is inclusive and representative of the student body whilst also aligning with our brand guidelines.





ABOUT YOU

We are looking for passionate and dedicated students who are highly organised with a strong creative skillset and passion for visual storytelling. You are confident and outgoing with excellent communication skills. This means you can work collaboratively on creative projects and are comfortable speaking to students on and off camera. You will have strong knowledge of current social media trends and can adapt them into content that is relevant and engaging for students.

But above all, you're passionate about creating inclusive and uplifting content that encourages students to get involved with their Students' Union, making a positive contribution and enhancing the service offered by the Membership Team.

*For more information, please see each roles individual Job Description & Person Specification



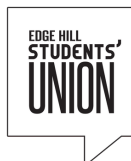
HOW TO APPLY

For more information regarding this role, please see the full job description and person specification on our website.

To apply for this role please **click this link** to visit our website to view the job description and person specifications, and click the apply now button to apply!

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 - jmorana@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.