

Community and Events Officer – Job Description



Main duties and responsibilities

- Responsible for coordinating and editing social media content, newsletter submissions, and monthly blog posts
- Must organise and market termly events to raise awareness of Students4Students
- Organising socials for all branch members
- Organising socials for the branch committee

Skills and qualities

- Excellent organisation and time-management skills
- Excellent written and communication skills (including email and telephone correspondence)
- Any experience in running social media accounts and/or event management
- Experience working in a team – people management skills, task delegation

Time Commitment

Students4Students is looking for individuals who are able to dedicate a regular proportion of their time to the role (On average 2-3 hours a week).

During the year, the Community and Events Officer will be required to:

- Attend a pre-term day training session in *(Date TBC likely late April)*
- Attend a branch committee team meeting – *45 minutes per meeting*
- Attend a monthly national Community and Events meeting (online) – *also 45 minutes per meeting*
- Attend a termly one-to-one catch up with the national Community and Events lead
- On behalf of the branch, maintain a regular presence on social media (at least two posts a week)
- Organise events termly that raises awareness for the charity's cause

Other parts of the role may be sporadic or less easy to predict. You must:

- Maintain regular contact with the rest of the branch team and the National Chairperson Lead over email or Teams
- Supporting other committee members with other tasks/events (i.e. freshers' fayre)