



PART TIME STUDENT STAFF

JOB DESCRIPTIONS AND GENERAL DUTIES

STUDENT CONTENT CREATOR

ABOUT THE ROLE

Are you a creative student with a flair for digital storytelling? Join our growing team of Student Content Creators and help shape the way the Students' Union connects with your peers.

As a creator, you'll produce short-form videos, social media content, photography, and blog-style pieces that reflect student life and promote Union campaigns, services, and events. You'll gain hands-on experience in content production while being supported to grow your portfolio and creative skills in a professional setting. This is a flexible, project-based role that fits around your studies and offers real-world experience in digital media, marketing, and communications.

KEY RESPONSIBILITIES

- Create digital content (e.g. Reels, TikToks, photos, blogs) in response to creative briefs issued by the SU team
- Attend and capture events, campaigns, and student activity to support Union communications
- Collaborate with the SU's marketing team to ensure content is aligned with tone of voice, accessibility, and brand guidelines
- Meet deadlines for submission and respond to feedback and edits in a timely and professional manner
- Act as an ambassador for the SU, ensuring all content reflects the organisation's values, voice, and purpose

SUPPORT & STRUCTURE

- You will be issued briefs for each task, with clear timelines, expectations, and brand guidance
- All content will be reviewed before publication by the SU's Communications Manager
- You will receive feedback, optional training opportunities, and be supported to build your skills over time
- As a representative of the Students' Union, your content should reflect our organisational values, not personal or political views
- Safeguarding, inclusion, and respectful conduct are essential – both online and in-person

DISCLAIMER: This job description and person specification outlines the major duties associated with the post. It is not exhaustive, and other duties of a similar level may be required. The duties may alter due to changes in legislation, policy, or operating decisions, with training provided as necessary.

KNOWLEDGE AND EXPERIENCE

Current student at the University of Suffolk	Essential
Have a strong interest in content creation, social media, or visual storytelling	Essential
A creative portfolio, TikTok/Instagram content examples, or blog-style writing samples	Desirable
Experience in video editing, photography, or graphic design	Desirable

SKILLS

Exceptional interpersonal and communication skills (written and oral)	Essential
Confident using tools like TikTok, Instagram, Canva, or basic video editing apps	Essential
Can work to a brief and meet deadlines	Essential
Organisational and administrative skills	Essential

VALUES AND ETHICS

Desire to work within a democratic student-led environment	Essential
Commitment to equal opportunities	Essential
High standards of personal integrity	Essential
Self-motivated, open to feedback, and take pride in creating high-quality content	Essential
Want to help showcase the student experience in an authentic, engaging way	Essential