



JOB DESCRIPTION

JOB TITLE:	MEDIA SALES & EVENTS COORDINATOR
RESPONSIBLE TO:	Communications & Engagement Manager
SALARY:	AberSU Coordinator Grade
HOURS:	Full-time, annualised hours, to be worked flexibly in negotiation with line manager.
DATE OF WRITING:	31st August 2016

Purpose of Role

To co-ordinate and drive sales revenue directly through the sale of media and sponsorship opportunities aimed at our student members, including advertising in Students' Union publications or online channels, on-site exhibition activity and sponsorship of activities and events.

To provide relevant and valuable opportunities for students to engage with local, regional and national service providers, generating income and building positive relationships for AberSU.

DUTIES AND RESPONSIBILITIES

1. Engagement Events

- Working with relevant staff and officers, be the AberSU lead for the organisation of annually recurring large-scale general engagement events, such as welcome/freshers fairs, refreshers fairs, sports and societies fairs.
- To support the planning and delivery for other AberSU events, such as Aber7's, Super Teams, Student-led Teaching Awards, and May Ball.
- Working with relevant staff and officers, to be the Communications & Engagement staff link for the effective communications planning and delivery for such events.
- To develop a network of partners and contacts to efficiently and effectively support the arrangement of key events.

- To record, monitor and evaluate the value and impact of these events, reporting to management with suggestions for improvements.
- To ensure facilities and resources are booked and planned appropriately for the effective running of these events.

2. Income Generation

- To identify external marketing opportunities arising from the organisation of large scale events and the general operation of the SU and its portfolio of activities.
- To effectively market the sales opportunities to local and national clients – generating surplus to re-invest in Students' Union activity.
- To prepare, promote and distribute a media pack detailing relevant and valuable sales opportunities for clients.
- To develop positive, mutually valuable relationships with partners and clients, particularly in the local area, always seeking to establish client value as well as value for AberSU.
- To generate leads for sales from local and national knowledge and engagement activities.
- To consider and promote valuable sponsorship opportunities for AberSU and student groups, campaigns and projects to bring resource into the AberSU community and to support the breadth of activities and services.
- To convert leads into sales opportunities.
- To meet annual budget targets for sales generation.
- To never compromise the AberSU values to access income.

3. Communications Support

- To be a proactive member of the Communications and Engagement Team, lending support, advice and expertise to communications planning and delivery.
- To support staff and Officers with the promotion of their events, activities and services, and impacts for members.
- To support the creation of formal and recurring reports such as the impact report.

4. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote AberSU's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections

- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

Changes to Job Description

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.