



JOB DESCRIPTION

JOB TITLE:	Photographer - Student Staff
RESPONSIBLE TO:	Communications & Engagement Manager
SALARY:	£9.50ph (Real Living Wage) plus holiday allowance
HOURS:	Hours will vary dependant on events and availability
DATE OF WRITING:	February 2020

PURPOSE OF ROLE

To take high quality photos at Students' Union events and activities on request.
To act as an ambassador for the Students' Union.

DUTIES AND RESPONSIBILITIES

1. Main duties:

- To assist the Communications & Engagement team by creating a range of high-quality photographs of Students' Union events, campaigns, activities and students. This media will be used online, in print, on social media platforms as well as in press releases and communications to students.
- Publish photographs to social media if requested.
- Consider the end user and how photographs and footage taken will affect their engagement and interactions with Aberystwyth Students' Union.
- Delivering post-event, editing and processing including but not limited to watermarking, colour and light correction if needed.
- Provide all original files (including project files for video work) to the Communications & Engagement manager for further use and archiving purposes.
- Attend 1-2-1 meetings with the Communications & Engagement Manager (line manager), team meetings, training and other briefings with individual Union departments as and when required
- Be approachable and friendly during shifts
- In all cases any imagery produced remains the property of Aberystwyth Students' Union in the first instance, but permission may be granted for imagery to be used in a student photographer's personal portfolio and in other circumstances on a case by case basis.

2. Other Duties:

- 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 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 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.

PERSON SPECIFICATION – Receptionist – Student staff

CRITERIA	Requirement	Application	Interview
STUDENT STATUS			
Must be a current Aberystwyth University student	Essential	√	
QUALIFICATIONS			
Good general education, typically to A level equivalent	Essential	√	
EXPERIENCE			
Experience of taking both posed and natural photos using a professional camera			
Capable of creating high quality photographic content	Essential	√	√
Ability to accommodate quick media turnaround to maximise student engagement	Essential	√	
KNOWLEDGE			
IT competent	Essential	√	
Own camera equipment (preferable but not necessary)	Desirable		
Knowledge of Adobe Lightroom & Photoshop or equivalent software	Desirable		
ATTRIBUTES & SKILLS			
Ability to promote a positive image of AberSU	Essential	√	√
The ability to work effectively in a team and own initiative	Essential	√	√
Self-motivated with a 'can do' attitude with the ability to take the initiative to identify tasks and to prioritise own work	Essential	√	√
Friendly and approachable manner	Essential		√
Ability to manage your time effectively.	Essential		√
Understanding and commitment to promoting equality and diversity and inclusive practices	Essential	√	√
Commitment to upholding the Students' Union values	Essential	√	√
Ability to communicate through the medium of Welsh	Desirable	√	√