

# 2025 RECRUITMENT PACK

Marketing &  
Communications

Communications  
Co-ordinator





# CONTENTS

We've pulled together this recruitment pack to give you everything you need to know about the job, Ormskirk and Edge Hill Students' Union.

3. About EHSU

4. Who we are & Where we are

5. What we do

6. Staff Benefits

7. How we're structured

8. About the role

9. How to Apply

10. Inclusion





# ABOUT EHSU

Edge Hill Students' Union works with students to make their University experience all they want it to be.

Whatever a students' needs, situation or background; we empower them through partnership.

We deliver events, empower societies, and support individuals with whatever they need to have a great experience whilst fulfilling their ambitions.

We bring creativity, innovation and freedom to the student community, and work with Edge Hill to bring about our shared goal of enabling every student to be the best version of themselves.

We're  
inclusive &  
accessible.

We have the  
creativity and  
freedom to  
enact change.

We're fired  
up to make  
change  
happen.

We make EHU  
better for  
everyone.

We  
empower  
individuals.



# 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 University's 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.

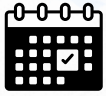
We offer impartial, confidential and independent guidance and support to students covering areas such as academic issues, complaints, housing, and disciplinarys.

We organise activities, societies, and social events both on and off campus, which is funded by money spent at our SU Building, on-campus Subway and on clothes & merch.





# OUR STAFF BENEFITS



Annual Leave: 25 days + bank holidays and extra days holiday at Christmas.



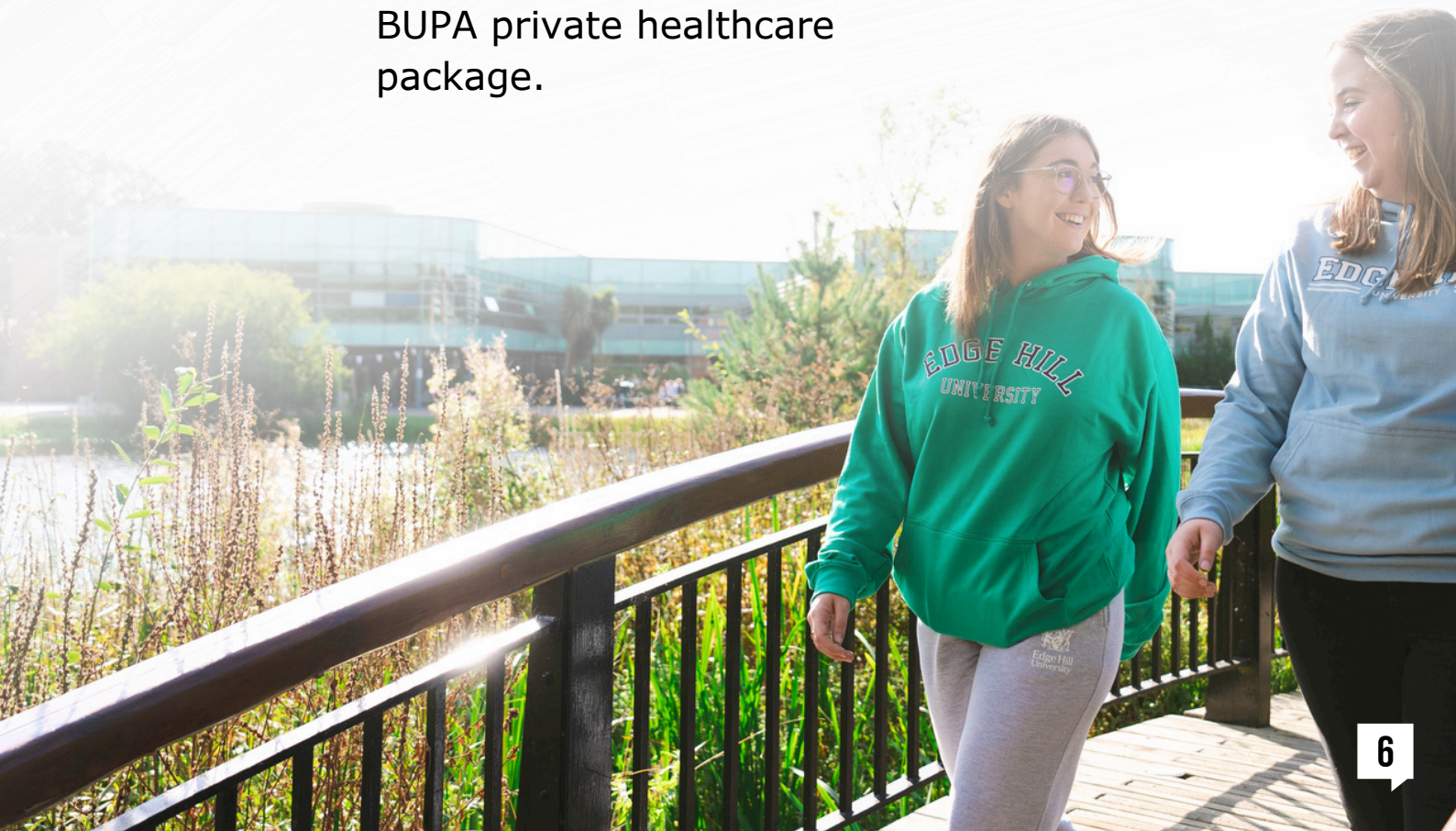
Workplace Pension: 3% Employee to 5% Employer contribution.



Training & Development:  
Access to training and development through annual PDR process.



Wellbeing: Occupational Sick Pay & access to our BUPA private healthcare package.





# HOW WE'RE STRUCTURED

**STUDENTS**

**BOARD OF TRUSTEES**

**ELECTED OFFICERS**

**CEO**

**FINANCE &  
PEOPLE**

**ADVICE &  
GUIDANCE**

**MEMBERSHIP  
SERVICES**

**MARKETING  
& COMMS**

# ABOUT THE ROLE



<b>Job Title</b>	Communications Co-ordinator
<b>Reporting to</b>	Head of Membership Services
<b>Salary</b>	£23,912 - £27,682 <i>(Appointments are normally made at the bottom of the scale [£23,912], with the opportunity to progress through the grade in line with our pay policy.)</i>
<b>Working hours</b>	35hrs per week
<b>Closing date for applications</b>	Sunday 5th October 2025

## ABOUT THE SU

We are a small, driven team working at a fast pace, that values autonomy, creativity, professionalism, and quality. Our students trust and value the engagement and commercial services we provide and use them to have a great everyday experience at Edge Hill University.

We all have a commitment to the success of our students, and we expect everyone in the team to share that goal.







# ABOUT THE ROLE

## AN ALL-ROUND COMMS SUPERSTAR!

In this role you will co-ordinate Edge Hill Students' Union's communications with its diverse stakeholder groups including our student membership of 16,000 students, student alumni networks, University staff, and key public/community bodies on a local and national scale. You will ensure that our stakeholders are kept well informed of the work of the Union and ensure appropriate segmentation of key messages to these groups.

This role will be responsible for developing and monitoring metrics which demonstrate the effectiveness of the Union's communications approach and forging strong professional partnerships with the goal of providing an excellent student experience.





# ABOUT YOU

## ARE YOU THE ONE WE'RE LOOKING FOR?

If you're a comms co-ordination genius with the following qualities, we encourage you to apply:

We're looking for a dynamic, creative, and enthusiastic communicator who is passionate about making a difference for students. A natural self-starter, you'll bring fresh ideas, energy, and initiative to our work, with the confidence to engage and build relationships with students, staff, and the wider community.

Do you have a flair for storytelling and a keen eye for detail, matched with the technical skills to manage communications across a variety of platforms? Are you someone who thrives on collaboration, innovation, and using communications to create meaningful impact?

With excellent skills in organisation and time-management, you will pro-actively ensure smooth delivery of the Union's programme of communications.







# ABOUT YOU

Bonus points if you have:

- Experience in a charity, membership organisation, students' union, or higher education setting.
- A strong understanding of brand storytelling and stakeholder management.
- Experience of turning comms data into useful insight.

## Ready to make your mark?

If you're a high-energy comms all-star with a passion for connecting with people and having a big impact, we want to hear from you!

*[Please make sure to read the full Job Description and Person Specification on our [website](#) to get more information on what this role is all about!]*



# HOW TO APPLY

## HOW TO APPLY...

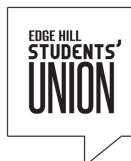
For more information regarding the role, please see the full job description and person specification [here](#).

To apply for this role please follow the link to our website, and click the “**Apply**” button underneath the relevant role.

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: [morand@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.