



SU SPORT DIGITAL MARKETING ASSISTANT

Who We Are

We are Cardiff Met Students' Union (SU). We are a student membership organisation and we represent over 13,000 students at Cardiff Metropolitan University. We aim to support and empower students by representing your views and providing a range of services, events, and activities to enhance your university experience.

We're seeking to recruit a part time SU Sport Digital Marketing Assistant to assist the Head of Communications Design & Digital on further developing and delivering our newly implemented SU Communications Strategy and SU Marketing Strategy. You'll assist with managing the SU Sport Social Media platforms, capturing content for socials, designing posts, scheduling and posting media of various formats across our social media. You'll contribute to covering events such as BUCS Wednesdays, Varsity and Sports Awards and will work closely with the SU Digital Marketing Assistant on diversifying our content creation.

Role Details

- Situated within the Cyncoed SU office. Working from home occasionally.
- Work with the Head of Communications and Digital Marketing and the Head of Student Activities on managing and developing the SU Sport platforms.
- Hourly Rate – £13.72 inclusive of holiday pay.
- 12 hours a week – Flexible working approach around your studies.
- Duration – The 2025 / 26 academic year, 33 weeks overall.

Key Responsibilities

- Assist in managing and developing the SU Sport platforms.
- Capturing content and working off templates for socials.
(Gameplay, BUCS Fixtures, BUCS Results, Team of the Week, photo dumps etc.)
- Organise and post media of various formats and distribute across all platforms.
(Instagram, TikTok, Facebook.)
- Promote awareness of all SU Sport activity and liaise with relevant staff.
- Promote & celebrate SU Sport club & member achievements.
- Ensuring uniform tone of voice and content for all communications.

- Monitor and reply to inbound messages on social media.
- Covering events such as BUCS Wednesdays, Varsity and Sports Awards.

Skills Needed

- A passion and interest in social media, communications and marketing.
- Taking initiative and being proactive within the role.
- Up to date in the latest social media trends, with a creative mindset.
- Have self-determination and strong work ethic to achieve targets set.
- Flexible approach to varying work demands provided.
- Positive attitude and a proactive approach to tasks.
- The ability to work effectively as part of a team.
- Graphic design (*illustration, GIF and animation design desirable*).

How to apply?

Please send your CV, cover letter and a link to your portfolio (if you have one) via email to Carwyn Thomas: **cthomas2@cardiffmet.ac.uk**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

