**VOLUNTARY ROLE DESCRIPTION**

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| Role title: | Target Schools Vice President Communications |
| Location: | The role will volunteer primarily across the City of Oxford and Oxford SU’s main office (currently Worcester Street, Oxford) |
| Expected hours: | 6-8 hours per week, flexible |
| Department: | Student Engagement |
| Reporting to: | Target Schools President |
| Volunteers reporting to this role: | Digital Design Officer, Social Media Officer |

**Role Purpose**

To lead the communications of Target Schools to meet its objectives of; inspiring and supporting able prospective students who might be put off by the damaging myths and stereotypes about Oxbridge, and encourage student participation in access and outreach initiatives.

The post holder will have the opportunity to work across all Students’ Union departments, and with the Senior Leadership Team.

**Expectations**

* Directly manage the Digital Design Officer and Social Media Officer meeting them regularly to coordinate between media channels.
* Minute Executive Committee and General Committee Meetings, which includes clear directions from each meeting to relevant officers.
* Manage the Target Schools Mailing Lists and email communications.
* Coordinate with Vice President Programs and Vice President Projects on marketing strategy.
* Coordinate with Student Engagement Team to develop and maintain the Target Schools website content.
* Organise Target Schools’ involvement in the annual Freshers Fair.
* Organise a variety of social events for Target Schools Committee.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Currently a matriculated student at the University of Oxford. |  |
| **Experience** |  | * Experience leading a team. * Experience of project planning and management. * Working in successful partnerships with a range of stakeholders. |
| **Skills,**  **Knowledge & Expertise** | * Excellent oral and written communication/presentation skills. * Excellent organisation skills. | * Awareness of brand management and development. * Knowledge of social media platforms and website design. |
| **Values & Behaviours** | * A demonstrable commitment to our organisation’s values. * Strong commitment to, and understanding of the principles of equality, diversity and inclusion. * Commitment to carrying out Target Schools’ Mission Statement. |  |

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| **Date Completed:** | 12/10/2020 |