



Research Assistant and Copywriter: JOB DESCRIPTION

Responsible to:	General Manager (CUSU)
Place of work:	The Research Assistant and Copywriter will be based in the CUSU offices on the New Museums Site Cambridge. Additionally, the role may include some work in the wider University of Cambridge and its Colleges, as well as research work further afield and occasional trips to London.
Functional Relationships:	Sabbatical Officers, all CUSU staff, St James' House staff, College staff, students, CUSU alumni.
Hours of work:	Flexible, 25 hours per week, to be worked in a way agreed with manager, potential for varied hours week by week.
Grade:	£10.55 per hour (£263.75 per week, paid monthly)
Period of employment:	32 weeks, starting June/July

Job Purpose

Each year CUSU produces two publications, one entitled the *Guide to Excellence* (GTE), which features content reviewing the work of the Students' Union and the University over the year, alongside content from partner organisations, and another entitled *Strategies for Success*, which provides employment advice for Cambridge Students, alongside content from partner organisations and employers. The role of the Research Assistant and Copywriter is to conduct research and work with the elected officers, liaising with students/ex-students, clients and/or stake-holders to see through the successful submission of copy for both books. This year the *Guide to Excellence* will take a special focus on CUSU's 50th Anniversary, requiring the role to undertake research on CUSU's history, in addition to producing relevant content focussing on CUSU's work and student employment prospects. The scope of the role's activities will be directed by CUSU Sabbatical Officers or management, with specific direction provided by the CUSU Coordinator as the lead elected role coordinating the projects.

Specific Duties

Organisation

- Working with the Coordinator, successfully produce and follow a project plan for the production of the Guide to Excellence and Strategies for Success.
- Create data storage and management systems for production of copy related to the publications.

Research and Copywriting: *Guide to Excellence*

- Under supervision of Editor and Sabbatical Officers, study CUSU archived records to produce interesting narrative of CUSU's past, where appropriate, conducting interviews, telephone conversations and other communications with present and past CUSU Officers, staff members and trustees.
- Source relevant content from the Collegiate University and prepare in prose form for publication.
- Work with Sabbatical Officers to guide the direction of research.

Research and Copywriting: *Strategies for Success*

- Under supervision of Editor and Sabbatical Officers, produce copy relating to areas relevant for Cambridge students seeking employment in a variety of different sectors, with direction from St James' House and associated organisations.
- Conduct interviews, telephone conversations and other communications with employers and recent graduates to guide the production of high-quality copy for publications.
- Where appropriate, conduct interviews and focus groups with students to seek to ensure copy is as relevant and well-received as possible.

Research and Copywriting: General

- Produce high quality written prose based on research conducted.
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- Fact check content written by others prior to publication.
- Sub-edit content produced by officers and student groups to prepare for publication.
- Manage relationships with Colleges, JCRs and MCRs and societies.
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- Meet deadlines set by Officer, the Editor or management, ensuring regular updates on progress are given and information/work outputs delivered promptly.

Communications

- Appropriate liaison with CUSU staff, sabbatical officers, volunteers concerning coordination of publications.
- Establish positive constructive and productive relationships with St James House staff to assist them in producing the Book.
- Updating online and written publications relating to the publication.

- Drafting copy for emails and publication related communications.
- Contacting relevant Colleges, Departments, JCRs, MCRs and societies in relation to the scheme in a polite, professional, timely and understanding manner.
- Manage client and stakeholder expectations of the Book and actively engage others in the ethos of the Book and the development of copy.

Other Responsibilities

- To abide by the CUSU Constitution, CUSU procedures and policies at all times.
- To highlight any conflicts of interest related to your role to your line-manager.
- To demonstrate a commitment to the CUSU Equality of Opportunity policy, together with an understanding of how it operates within the responsibilities of the post.
- To maintain proper records and management information.
- Be responsible for the maintenance and care of equipment, keeping records and inventories of equipment related to the role.
- To attend meetings, conferences and training events as required.
- Work closely with student volunteers providing content for the publications.
- To provide relevant training, briefings and reports to trustees, student officers and staff as required (with support from your line-manager).

General Duties: Duties that are included in all staff job descriptions

- To contribute and assist in CUSU planning processes and the review of plan performances and systems.
- To generally act in the interests of the students' union.
- To liaise as required with University and College personnel and appropriate external organisations.
- To portray CUSU in a positive, proactive and professional manner.
- To contribute to publications and informational materials.
- To undertake your own typing, filing, photocopying etc.



Research Assistant and Copywriter

	Essential	Desirable
Education/Qualifications		
Educated to GCSE standard or equivalent	X	
Completion of Further Education qualifications	X	
Experience		
Experience of communicating with a diverse range of people, both individuals and groups	X	
Experience of writing engaging extended prose	X	
Experience of research		X
Experience of analysing records and documents with a view to constructing a narrative		X
Experience of planning and delivering effective projects on time and in a safe manner	X	
Experience of arranging producing resources		X
Skills and knowledge		
Good interpersonal skills and organisational skills	X	
Experience of writing for publication	X	
Strong level of oral, written and typed communication skills	X	
Ability to deal with a wide range of people at all levels	X	
Ability to be discreet and handle confidential information	X	
Familiarity with using basic computer software packages, such as Microsoft Office, Google Calendar, email and the internet	X	
Familiarity with project management and planning		x
Ability to manage own time efficiently and independently	X	
High levels of accuracy and ability to pay attention to detail	X	
Skilled in interpreting data and information	X	
Ability to communicate effectively	X	
Broad understanding of issues affecting the Higher Education Sector		X

<p>Values & Attitudes</p> <p>Understanding of what a students' union exists to do and commitment to working within a democratic, student-led environment</p> <p>Conscientious with a positive work ethic</p> <p>Able to work independently, without supervision and/or as part of a team</p> <p>Trustworthy and honest</p> <p>Commitment to equality and diversity and of equal opportunity</p> <p>Ability to work on own</p> <p>A commitment to confidentiality</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>Other</p> <p>Ability to work flexible hours, and occasionally at weekends, as dictated by requirements of project (e.g., conducting interviews at weekends).</p> <p>Experience of Higher Education, detailed knowledge of student life</p>	<p>X</p> <p>X</p>	

Terms and conditions

<i>Contract</i>	Fixed term post, 32 weeks from agreed from start date.
<i>Location</i>	Cambridge University Students' Union Old Examination Hall, Free School Lane, Cambridge CB2 3RF
<i>Hours of Work</i>	25 hours per week, exclusive of breaks. Full-time. The post allows for flexible working hours, to be agreed with management. The role holder should ensure working hours are generally between 9am and 5pm (core hours between 10am and 4pm), either on a fixed-days-per-week basis, or a flexi-time system, to be agreed by management.
<i>Wage</i>	The wage for this position is £10.55 per hour, 25 hours per week, with no arrangements for overtime (approx. £1,055 per month).
<i>Annual Leave</i>	22 days (including bank holidays). The post's 22 days of leave is the pro-rata equivalent of the 36 days holiday given to all full-time CUSU employees. The leave year runs from July to June.
<i>Notice Period</i>	The post will be required to give two weeks' notice.