**Content Creator Intern**

**Application Pack**

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| **Post:** | SU Marketing Intern: Content Creator |
| **Location:** | Queen’s Students’ Union, One Elmwood |
| **Responsible to:** | SU Marketing Manager |
| **Number of posts Available:** | 1 |
| **Start Date:** | 19 Aug 2025 |
| **End Date:** | 31 May 2026 |
| **Commitment:** | Up to 15 hours per week |
| **Pay Range:** | £12.60 per hour |

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| **Job Description** |
| This is an exciting opportunity within the Students’ Union marketing department for a digital-savvy, content creator to work within a busy, fast-paced environment in our state of the art Students’ Union.  The successful candidate will develop engaging online content for the student audience to profile the various opportunities, events, and activities that the Students’ Union offers to the student body.  The role will be part of a wider Students’ Union Intern team which will include other student interns tasked with facilitating core Students’ Union activities and events to build a stronger community on campus.  **MAIN RESPONSIBILITIES**   * Support the SU Marketing Department in the promotion on our digital channels of events & activities organised by Students’ Union staff and/or Student Interns, various SU Clubs & Societies, and other student-led groups. This will include the attendance at events both in the Union building, across campus, and within the local area. * Develop engaging video-led and image-led content on subject areas that are relevant to the student audience – subject areas could range but is not limited to profiling social media awareness days such as random acts of kindness day; to top tips on packing for University; to what clubs and society activity there is to get involved in, to profiling an event the Students’ Union is running that week. * Utilise social media scheduling tools and content creation software such as Hootsuite, Instagram Reels, Capcut and TikTok to develop engaging and interesting content for the student audience following Students’ Union brand guidelines on messaging, tone of voice, and visual direction. * Researching and informing the SU Marketing Department on new online trends and developments on social platforms TikTok and Instagram, and creating content that interests the Student Body. * Complete administrative tasks as and when required, which includes but is not limited to: updating the annual social media plan, and collating reports.   **OTHER DUTIES**   * To assist with the preparation of papers/reports for relevant meetings as required. * To comply with all Students’ Union Operational Procedures. * To comply with all legal and health and safety legislation. * Carry out any other duties, which are appropriate to the post, as may be reasonably requested by the supervisor.   **PLANNING AND ORGANISING**   * To undertake all relevant training as required. * The post holder will be required to work closely with the elected student representatives and Students’ Union staff and will be expected to plan and organise accordingly.   They will report to the Marketing Manager but will be required to work with other staff members within the marketing team, the other Students’ Union Interns, and also staff in the wider Students’ Union team. |

Content Creator Intern – Person Specification

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| **Experience** | **Essential** | **Desirable** |
| Experience of using relevant TikTok and Instagram features such as Capcut, Reels, Stories, Polls |  |  |
| Experience of writing copy for social media posts |  |  |
| Experience and competency in the use of Microsoft Office |  |  |
| Experience in the use of social media as a promotional tool |  |  |
| Awareness of Students’ Union activities |  |  |
| Experience of using a social media scheduler |  |  |
| **Knowledge and Skills** |  |  |
| Ability to generate creative, innovative, and engaging content for social media |  |  |
| Ability to work independently and as part of a team |  |  |
| Ability to plan and organise workload to meet standards and deadlines |  |  |
| Good oral and written communication skills |  |  |
| Ability to positively influence others |  |  |
| **Values/attitudes** |  |  |
| Flexible working attitude - willing to adapt to new tasks and ways of working |  |  |
| Prepared to commit to the values of the Students’ Union |  |  |
| Approachable, friendly and supportive |  |  |
| Highly motivated, energetic and enthusiastic |  |  |
| Willingness to learn internal systems, procedures etc. |  |  |
| **Other** |  |  |
| **Applicants must be a registered student at Queen’s University Belfast for academic year 2025 – 2026 and for the full period that the post is available.** |  |  |
| **All students for whom English is not their first language must have achieved a minimum pass mark of 7.0 in the writing and speaking band of IELTS (International English Language Test Score) or equivalent (evidence to be supplied along with your completed application and equal opportunities forms).** |  |  |

**Content Creator Intern Application Form**

**Personal Details**

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| **Surname** |  |
| **Forename(s)** |  |
| **QUB Student Number** |  |
| **Mobile Phone Number** |  |
| **QUB Email Address** |  |

**Student Details**

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| **Course Name** |  |
| **Year of Commencement** |  |
| **Expected Date of Graduation** |  |

**Required Checks**

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| **Do you have the right to work in the UK?** | ☐Yes ☐No |
| **Will you be a registered Queen’s student for the duration of this post (19/08/25 – 31/05/26)?** | ☐Yes ☐No |
| **If English is not your first language, have you achieved a minimum pass mark of 7.0 in the writing and speaking band of IELTS (International English Language Test Score) or equivalent?**  **\*\*You must supply evidence along with your completed application and equal opportunities forms.\*\*** | ☐Yes ☐No ☐N/A |
| **Do you have any particular requirements to enable you to attend for interview?** | ☐Yes ☐No    *If YES, please provide details of what will be required:* |

**Referee Details**

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| **Please give the name and contact details of two people (not relatives), who may be contacted for references in support of your application. One of these persons should be your most recent/present employer or course tutor/teacher. The other person can be a personal referee.** | | | |
| **Name** |  | **Name** |  |
| **Relationship** |  | **Relationship** |  |
| **Phone Number** |  | **Phone Number** |  |
| **Email Address** |  | **Email Address** |  |

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| Name and Address  of Employer | Nature of Business | Post Held | Brief description/summary of  main duties & responsibilities | Employment Commenced  MM/YY | Employment Finished  MM/YY | Reason for Leaving  (If Applicable) |
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**Experience**

Please provide details of previous posts held and indicate any experience you have gained outside of paid employment, for example, volunteering or caring responsibilities. Start with your present or most recent position and work back.

**Other Information**

Taking into consideration the Person Specification for this position, please outline below how you meet the essential criteria.

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**Examples of Previous Work**

Taking into consideration the Person Specification for this position, please provide examples of previous content created for social media platforms TikTok and Instagram. (Examples can include accounts both personal or professional and should include TikTok videos, Instagram reels or Instagram stories you have created.)

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**Declaration**

I certify that, to the best of my knowledge, the information which I have given is true and complete. I accept that, if I have supplied any false statements or have withheld any relevant information, any offer of employment can be withdrawn, or an accepted appointment can be cancelled. In addition to the referees quoted, I understand that the University reserves the right to make such further enquiries on my candidature as it deems appropriate including any unspent civil or criminal convictions.

☐ I have read the [Privacy Notice](https://qubsu.org/media/Media,825716,en.pdf) and I consent that my personal details can be stored/used for the purpose

of this recruitment exercise.

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| Signed |  | Date |  |

**Checklist**

**☐** Completed application form

**☐** Completed equal opportunities form

**☐** Evidence of a minimum pass mark of 7.0 in the writing and speaking band of IELTS (International English Language

Test Score) or equivalent (if applicable)

**Your completed forms must be emailed to k.connolly@qub.ac.uk by the closing date of**

**midnight 3rd June 2025**

**Interviews are likely to take place week of 9th June 2025**

**PLEASE NOTE**

The successful candidate will be required to register with QWORK which will involve the completion of Right to Work (RTW) checks and Visa restrictions identified. QWORK will control the number of hours commissioned to any individuals who may have restricted working hours, particularly Student Visa students, as well as managing timesheet collection, approval, and payment.

The Students’ Union, in line with the University’s Equality, Diversity, and Inclusion Policy, is an equal opportunity employer.