

<b>Post:</b>	Content Creator Intern
<b>Department:</b>	Activities Department
<b>Responsible to:</b>	Communications Co-ordinator
<b>Hours of Work:</b>	15 hours per week from January to April 2026, hours to be agreed with Line Manager
<b>Pay:</b>	£12.60 per hour
<b>Purpose:</b>	The role is focused on creating engaging videos for our social media to showcase our activities, events, campaigns and services.

## **Job Description**

### **1. Content Creator**

- a) Create fun, engaging short-form videos for TikTok, Instagram and YouTube.
- b) Capture and showcase our activities, events, campaigns and services by liaising with relevant Students' Association staff and Full Time Officers.
- c) Edit your content using tools like CapCut, Canva, or Filmora to make it platform ready.
- d) Design quick-turnaround graphics and visuals in Canva.
- e) Collaborate with other GCU students to create relatable and shareable content.
- f) Keep an eye on what other student creators and students' associations are doing for inspiration.
- g) Stay up to date with current social media trends and platform best practices.

### **2. General**

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To be responsible for all administration required for the post.
- c) To deliver and develop targets outlined in the Strategic Plan.
- d) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Communications Co-ordinator or Chief Executive.
- e) To update the Association website, social media and GCU Learn, as and when necessary.
- f) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.
- g) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance, Sustainability or with any other Students' Association Policy passed at Caledonian Student Voice.
- h) To attend any meetings as and when requested and produce reports as required.
- i) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- j) To portray the Students' Association in a positive, proactive and professional manner.
- k) To undertake personal and professional development activities as agreed by the Chief Executive.

**Responsible to:**

- The Communications Co-ordinator for HR and line management.
- The Executive Committee and Trustee Board for policy and strategy.

<b>Person Specification</b> Content Creator Intern	<b>E</b>	<b>D</b>	<b>Tested By</b>
<b>QUALIFICATIONS</b>			
Good general education or equivalent	✓		AF/E
<b>KNOWLEDGE AND EXPERIENCE</b>			
Experience in creating and editing short-form video content	✓		AF/I/E
Experience in editing tools like Canva, CapCut, or Filmora (or similar)		✓	AF/I
Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel)	✓		AF/I
<b>SKILLS AND ABILITIES</b>			
Ability to work with minimum supervision in a busy environment to meet deadlines	✓		AF/I
Student (member, client or customer) focused	✓		AF/I
Excellent people skills	✓		AF/I
Ability to use your own initiative	✓		AF/I
Adaptable and flexible in modifying work in order to achieve the best results	✓		AF/I
Excellent verbal and written communications to a wide range of people	✓		AF/I
Pays attention to detail and produces work to a high standard	✓		AF/I
Understanding and commitment to equality and diversity	✓		AF/I
Desire to work within a democratic student led environment	✓		AF/I

**AF**    Application Form  
**I**      Interview  
**T**      Test  
**E**      Evidence  
**P**      Presentation

January 2026