

Job Description & Person Specification



Job title:	Arts Awards Student Design Assistant
Reports to:	Eleanor Smith, Education Quality Coordinator, Arts SU
Working hours:	Zero-hours contract (Approx 8hr per week)
Salary:	£13.85 (London Living Wage)
Location:	London, flexible for any UAL site
Last reviewed:	08/12/2025

JOB PURPOSE

- Design and craft 30 physical sculptures, for the different award categories, that embody the values and objectives of Arts Awards 2026 through one unique and original design concept. Only one design is necessary.
- Support the Arts SU Team with other design elements for the awards ceremony in May, including the event decorations and visuals.
- Work collaboratively with Arts SU Education Quality team to deliver the Arts Awards 2026 ceremony.

KEY RESPONSIBILITIES

1. DESIGN/MAKING RESPONSIBILITIES:

- Develop designs for physical trophies for Arts Awards 2026.
- Research, source and purchase design materials within budget, keeping a record of all receipts and prioritising sustainability where possible. When possible, Arts SU will purchase materials directly from the supplier.
- Build light-weight sculptures that can sit unobtrusively on a flat surface, such as a desk, workstation or shelf. As Arts SU does not have access to 3D making machinery and equipment, this work will be completed in UAL workshops at your college of study, and will be subject to their hours and policies.
- Document work in progress to be used for a later video and/or blog post which will summarise your work in the role.
- Deliver the design and creation of sculptures within an agreed timeline alongside the Arts Awards team.
- Transport sculptures safely from workshop to ceremony alongside the Arts Awards team.

2. EVENT VISUALS/DECORATION RESPONSIBILITIES:

- Assist with visuals as needed, including: the awards slideshow presentation and certificates. Create a video/ presentation of your work and process in making the trophies.
- Work alongside the Arts SU team on the day of the Arts Award ceremony to set-up the space, coordinate the event and close-down the space.

3. GENERAL RESPONSIBILITIES:

- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff.

General Duties:

In addition, all staff have the following general duties in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own administrative duties.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Development, their role within Departmental Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Fresher's and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.

- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- Any other tasks that would be deemed suitable within this role as directed by line manager

Person Specification

CRITERIA	COMPETENCY	Assessment Type: Application (A), Interview (I), Task/Presentation (T/P)
1. Knowledge		
1.1 Excellent working knowledge of Adobe Creative Cloud	Job related knowledge	T
1.2 Strong and demonstrable design skills	Job related knowledge	A/I/T
1.3 Knowledge of working with a wide range of design materials, including sustainable design materials.	Job related knowledge	A/I/T
1.4 Knowledge of the Arts SU and Arts Awards	Job related knowledge	A/I/T
1.5 Excellent working knowledge of Microsoft Outlook and Teams.	Job related knowledge	I/T
2. Skills		
2.1 Ability to design visually unique concepts via 2D sketches and/or 3D designs.	Design skills	T
2.2 Ability to research, source and budget for design materials, prioritizing sustainability where possible.	Technical skills	T/I
2.3 Ability to maintain an accurate and up-to-date record of receipts for any and all materials purchased.	Record keeping	A/I
2.4 Ability to use relevant equipment and/or tools to create 3D trophies.	Technical skills	A/I/T
2.5 Ability to document work in progress for later use in a video and/or blog post.	Technical skills	I
2.6 Ability to communicate professionally with staff and students through email correspondence.	Communication	A/I/T
2.7 Ability to think strategically with a solutions-focused approach to problem-solving and event coordination.	Planning	I
2.8 Ability to respond constructively and creatively to feedback	Collaboration	A/I
3. Behaviours		
3.1 Understanding the importance of sustainability in the selection and use of design materials.	Environmentally aware	A/I/T
3.2 Understanding the importance of delivering work to agreed brief and timescales.	Diligent and punctual	A/I/T

3.3 Understanding the importance of collaboration, teamwork and constructive feedback.	Collaborative	A/I
3.5 Understanding of equality and diversity and the relevance of students' and staff experience.	Inclusive	A/I