

Job Description & Person Specification



Job Description & Person Specification – Student Staff

Job title:	Student Merchandise Design Assistant
Reports to:	Joe Brindle
Working hours:	15-20 hours per week
Salary:	£14.80 (London Living Wage)
Location:	Hybrid
Last reviewed:	07/05/2026

JOB PURPOSE

- The Merchandise Design Assistant (MDA) will create original merchandise designs for Arts SU's Darkroom Bar, including one tote bag design and one t-shirt design for production and sale through the SU.
- The role holder will develop two design concepts for each product, which will be submitted to a popular vote from students to select the final design for each item. The successful designs should evoke a sense of memories had at the Darkroom Bar, while fostering connection and a strong sense of belonging among students and the broader UAL community. These designs should reflect the creative population of UAL and will serve as part of an initiative to promote inclusivity, unity, and pride among the University community.
- The MDA will work to a defined brief, adapting designs to product specifications and Arts SU values, while managing work to agreed deadlines.
- This is a zero-hour contract role with an expected commitment of approximately 80 hours between June and August 2025, with the majority of work taking place during the first two months.

1. **Develop two original design concepts for tote bags and two original design concepts for t-shirts in response to the project brief.**
2. **Produce creative work that reflects the identity, diversity, and experiences of the UAL student community and the Darkroom Bar.**
3. **Prepare designs in appropriate digital formats suitable for review, feedback, and production.**
4. **Adapt designs in line with product specifications, accessibility considerations, and Arts SU values.**

5. **Participate in feedback discussions and respond constructively to comments and requested amendments.**
6. **Manage workload effectively to ensure all work is completed within agreed timelines.**
7. **Maintain professional and timely communication with Arts SU staff throughout the project**
8. **Accurately record hours worked with Arts SU Processes.**

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)
Knowledge		
Strong and demonstrable design skills	Job related knowledge	A/I
Knowledge of working from a brief to transform concepts and ideas into creative designs	Job related knowledge	A/I
Skills		
Ability to design visually unique concepts in 2D	Design Skills	I
Ability to maintain an accurate and up-to-date record of all hours worked.	Record keeping	A
Ability to communicate timely and professionally with staff through email correspondence.	Communication	I
Ability to manage workload and plan	Planning	A/I
Ability to respond constructively and creatively to feedback	Collaboration	A/I
Behaviours		
Understanding the importance of delivering work to agreed brief and timescales.	Diligent and punctual	A
Understanding the importance of collaboration, teamwork and constructive feedback	Collaborative	A/I
Understanding of equality and diversity and the relevance of students' experience in the SU merch design process.	Inclusive	A/I