

Democracy and Representation Coordinator

Job Description

Our Students' Union represents and supports over 5,000 students currently studying at the University of Suffolk. The University has a diverse range of students, including significant numbers of mature students and those who are first generation Higher Education. We are a student-led organisation and provide sports, social activities, advice and representation for our members.

Location: University of Suffolk Students' Union Office, Library Building.

Grade: 4 (Grade Point 13-17)

Salary: £19,506 – £21,843

Reports to: Student Engagement Manager

Responsible for: Student staff positions

Main Purpose:

- Responsible for delivering and implementing the Annual SU Democracy and Representation Operating Plan
- Organise Democratic processes including but not limited to; Student Council and Student Officer Committee
- Organise Representation; including Student Officer and Course Representative elections and provides ongoing training and development

Key Responsibilities:

Elections Organiser

- To serve as the elections organiser for all Student Officer and representative elections.
- To recruit to elected student positions, and to support them through on-going training and mentoring.
- To ensure the effective collation and administration of representatives' details.
- To work with Student Officers, University of Suffolk Academic Services, University of Suffolk Learning Network Centre staff and others to ensure the success of course representative elections.
- To ensure a team approach to the operation of elections as the founding principle of the Students' Union

Democratic Processes

- To be responsible for developing the Union's student representative structures, including Union Council and the Student Officer committee.
- To be responsible for liaising with students and staff at our campus in Ipswich and at the Learning Network centres.

- To promote the student representation network to the student body and staff and identify opportunities for cross-development.
- To ensure representatives have timely and relevant information in advance of meetings or other events, including a full schedule of meetings early in the academic year.
- To monitor the progress of matters raised by, or on behalf of, students and to compile appropriate reports.
- Co-ordinate and support our Governance Review, which aims to ensure the accountability of our decision making processes.
- Provide overall support to the Union's governance structures, via the development and accuracy of bye-laws, articles of association and regulations.

Training and Development of Representatives

- To design, facilitate and evaluate training for elected student positions to enable representatives to be effective in their roles.
- To assist in the design and delivery of Student Officer training.
- Serve as a source of knowledge, guidance and support for all representatives.
- Nurture student representatives' enthusiasm for their work and inspire their development
- Develop and support student interns, volunteers and colleagues to enable them to contribute to the work of the wider team

Additional

- To deliver and develop targets outlined in the Students' Unions strategic and operating plan.
- Produce and implement the annual Democracy and Representation operating plan.
- Manage the devolved and appropriate budgets

General duties of all staff

- Contribute to planning processes across the Union as required, regularly reviewing performance and systems/ procedures
- Act as an ambassador for the SU at all times, maintaining relationships with the University and seeking to develop new partnerships which will enhance the student experience.
- Act in accordance with the Union's governance and policies at all times
- As required contribute to SU activity across the team
- Undertake training and development related to the role and support other members of the Student Union to do so
- Undertake this role in accordance with the SU requirements for confidentiality and personal integrity.
- To be flexible and adaptable in a changing environment, the post holder may need to meet the needs of the service, team's objectives and or wider Students' Union.

Hours and Other information

The SU Offices are open from 09:00 to 17:00 Monday to Friday however the post holder could be required to work outside of these times at key periods as demanded by the role. Time off in lieu may be taken in consultation with the Line Manager.

This job description outlines the major duties associated with the post. It is not intended to be exhaustive, and it should not be assumed that other duties of a similar level/nature appropriate to the level of the role are excluded. The duties of the post may alter due to changes in legislation or policy. Where such changes occur, training may be given to enable the post-holder to undertake the new or varied work.

Person Specification

Candidates for the job will be assessed in the following ways;

- A = Application Form
- I = Interview
- T = Test

Skills, Knowledge and Experience

This section describes the qualities we would like to see in the post holder- but where we can offer training for someone that excels in some of the areas, or where you can offer other qualities you think would be useful for the role, you should indicate this on your application form.

CRITERIA	Measured By
Qualifications	
Good general education, to degree level or equivalent	A/I
Knowledge & Experience	
Experience and understanding of campaigning in the education sector	A/I
Demonstrable understanding of current issues and themes in Higher Education and Students' Unions	A/I
Experience of developing and delivering support and training	A/I
Experience of developing policy within HE	A/I
Skills	
Exceptional interpersonal and communication skills (written and oral)	A/I
Organisational skills and ability to manage competing priorities	T
Ability to work with and support a diverse range of members	A/I
Good coaching and mentoring skills	A/I
Strong project management skills	A/I
Ability to formulate development plans for services and activities	A/I
Attributes	
Preparedness	A/I
Assertive	A/I
Encouraging of others	A/I
Enterprising	T
Innovative and Imaginative	T
Strategic overview	T
VALUES AND ETHICS	
Desire to work within a democratic student led environment	A/I
Understanding and commitment to equal opportunities	A/I
Demonstrably high standards of personal integrity	A/I

Job Description approval date	
Review Date	
Staff Responsible for review	Student Engagement Manager