



Student Role

Democracy and Representation Assistant

8 hours per week, 40 weeks per year, Fixed term for one year

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, Library Building, Ipswich

Grade: 2

Salary: £7.83 per hour for 8 hours per week, 40 weeks per year (term-time)

Responsible to: Student Engagement Manager

Reports on a day-to-day basis to: Democracy and Representation Coordinator

Main Purpose

We've set a strategic direction to increase Relevance, Engagement and Quality by 2020 and part of this drive is to increase our student leadership and our student members of staff.

Working as one of the four student staff at the SU you will be part of a team driving engagement in the SU and seeking to improve representation for the students at the University of Suffolk.

You'll also support our elected Student Officers to develop a more relevant SU, advise our members on how to enable change and encourage participation in our democratic processes.

This role is part of a busy team and as such you'll be expected to work across the SU services at key points in the academic year.

Key Responsibilities

- Develop promotional materials for Student Council, Course Rep Elections and Student Officer elections
- Create relevant and engaging content for the SU's website and social media
- Assist in the organisation of events (Elections, Student Council) and other related administration
- Provide a front of house service at key times of year (for example running a polling station, dealing with enquiries via social media, email, phone and in person)
- Develop excellent relationships across the team, with the University (for example with course teams and administrative staff)

General duties of all staff

- Contribute to planning and review processes across the SU as required,
- 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 SU's governance and policies at all times
- As required contribute to SU activity across the team
- Undertake training and development related to the role
- Undertake this role in accordance with the SU requirements for confidentiality and personal integrity.
- To be flexible and adaptable in a changing environment in order 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. This post is for 8 hours per week and would usually be worked as one full day or two half days within this time.

The post holder will, on occasion (for example during nominations and elections) be required to work outside of these times at key periods as demanded by the role for which time off in lieu will be available.

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.

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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	Essential/Desirable	Measured By
Qualifications		
Good general education, currently undertaking study and making good progress at the University of Suffolk	E	A/I
Knowledge & Experience		
Demonstrable understanding of current issues and themes in Higher Education and Students' Unions	E	A/I

Demonstrable understanding of democracy and representation	E	A/I
Skills		
Exceptional interpersonal and communication skills (written and oral)	E	A/I
Organisational and administrative skills	D	T
Ability to create positive relationships with staff, students and the University	E	A/I
Attributes		
Preparedness	E	A/I
Assertive	E	A/I
Encouraging of others	E	A/I
Enterprising	E	T
Innovative and Imaginative	E	T
VALUES AND ETHICS		
Desire to work within a democratic student led environment	E	A/I
Understanding and commitment to equal opportunities	E	A/I
Demonstrably high standards of personal integrity	E	A/I

Job Description approval date	02.10.2018
Review Date	02.10.2019
Staff Responsible for review	Student Engagement Manager

Closing date, interviews and questions

Closing Date: 5pm on Thursday 24 October 2018

Interview Date: Friday 2 November 2018

Start Date: November 2018

More Information: If you have any questions please contact Josh Younespour on 01473 338 155

How to Apply: Download an application form from <https://www.uosunion.org/join-us>

Email Completed Applications to j.younespour@uos.ac.uk for the attention of Josh

Late applications and CV's without an application form will not be considered

