



PART TIME STUDENT STAFF

JOB DESCRIPTIONS AND GENERAL DUTIES

VOICE ASSISTANT

ABOUT THE ROLE

As the SU's Voice Assistant, you'll play a key role in supporting student representation and ensuring student voices are heard within the Students' Union's democratic structures.

You'll help coordinate the day-to-day running of our representative and engagement activity, from supporting meetings and elections to responding to student queries and facilitating opportunities for feedback. This is a hands-on role that combines administration, communication, and student engagement, requiring strong organisation and a proactive approach.

You'll work closely with the SU's Engagement team and student leaders, acting as a vital link between students and the Union's decision-making processes, helping to turn student insight into meaningful action.

KEY RESPONSIBILITIES

- Support the administration of the Students' Union's student representative and democratic functions.
- Support the running of democratic meetings of the SU such as Student Council, Course Rep Forum and Student Officer Committee.
- Assist with general administration whilst maintaining confidentiality, for example, course rep queries, elections queries and responding to email, phone calls and other communications from students.
- Facilitate engagement activity to seek insight into different areas of the Students' Union.
- Provide support for SU campaigns.
- Support the delivery of training sessions for student leader roles in the Engagement area.
- Develop promotional materials, web and social media content for Engagement.
- Comply with the Union's governance and policies.
- Undertake training and development related to the role.
- Contribute to SU activity across the team.

KNOWLEDGE AND EXPERIENCE

A current student at the University of Suffolk	Essential
Knowledge of the role of the Students' Union and the work it does at the University of Suffolk	Desirable
Understanding of student-led activities in a SU setting	Desirable
Previous work supporting volunteers in a sport, society or charity setting	Desirable

SKILLS

Highly organised with good time management skills	Essential
Able to work independently and reliably to coordinate others	Essential
Exceptional interpersonal and communications skills, and appropriate IT skills	

VALUES AND ETHICS

Desire to work within a democratic student-led environment	Essential
Commitment to equal opportunities	Essential
High standards of personal integrity	Essential

DISCLAIMER: This job description and person specification outlines the major duties associated with the post.

It is not exhaustive, and other duties of a similar level may be required. The duties may alter due to changes in legislation, policy, or operating decisions, with training provided as necessary.