



## Job Description

### Student Voice Co-ordinator: Democracy & Campaigns

<b>Contract type</b>	Permanent
<b>Working hours</b>	35 hours per week
<b>Location</b>	Wales based. However, a strong presence will be needed on Carmarthen and/or Lampeter Campus, so travel there is expected at least two days a week. The role is also expected to work across all UWTSD sites with semi-regular travel to each of them to support the wider Voice team.
<b>Responsible for</b>	Part-Time Officers and on occasion casual student staff
<b>Reporting to</b>	Student Voice & Advocacy Manager
<b>Purpose</b>	<ul style="list-style-type: none"><li>i) Coordinate, develop and administer the Students' Union's Democratic processes.</li><li>ii) Work closely with elected officers, students, and University staff to support and develop the democratic functions of the Students' Union.</li><li>iii) Manage and administer student campaigns.</li><li>iv) To support and empower our student leaders to achieve their objectives.</li></ul>

#### Duties of the Student Voice Co-ordinator: Democracy & Campaigns

- i) **Coordinate, develop and administer the Students' Union's Democratic processes**
  - Undertake secretarial duties for all democratic meetings (at present: student experience groups, campus councils, union council, and AGM) including; booking rooms, setting up Teams calls, taking minutes, supporting the creation of the agenda, translation of resources, and following up on actions.
  - Project manage the AGM; ensuring compliance with the bye laws, memorandum & articles, and that the meeting is successful.
  - Be administrative support for the Returning Officer team for the elections; from arranging calls between the returning officers and candidates, to wellbeing check ins, to staff rotas, and anything else required by the Returning Officer team.
  - Be the staff member responsible for ensuring that bye-laws are up-to-date with any changes.



- To work in conjunction with the Student Voice & Advocacy Manager, Head of Membership Services, and CEO to support sabbatical officers in campaigning through the University's committee structure.
- Manage and maintain an accurate database of Part-Time Officers, NUS Delegates, Union Chairperson and other elected roles, reporting annually on the demographics of participating students creating a plan of action as to how to remove barriers to participation.
- Monitor the impact of the Part-Time Officers at meetings, reporting on trends and outcomes of issues raised by officers.
- Work in a highly collaborative nature with the other Student Voice Co-ordinators in Wales, London, and Birmingham.
- Support the delivery of inductions across all UWTSD sites as and when needed.
- Contribute to the research, creation, and writing of the Annual Quality Report.

**ii) Work closely with elected officers, students, and University staff to support and develop the democratic functions of the Students' Union**

- Administer and promote the online 'Big Ideas' process generating student engagement and ideas; working directly with the Design & Communications Team.
- Provide a 'Campaigns Bootcamp' for students, reps, and Part-Time Officers to be trained in appropriate democratic and campaigning activities.
- Support Sabbatical Officers and Part-Time Officers to navigate the democratic functions of the SU.
- Be the champion of the promotion of the work of Part-Time Officers including their recruitment (election and/or co-option).
- Support the Student Voice Co-ordinator: Academic Representation to co-ordinate the training and development of Course Reps.

**iii) Manage and administer student campaigns**

- Support the Student Voice & Advocacy Manager to regular review student representation to enable continuous improvement with a report on the impact of Part-Time Officers at least every quarter.
- Support and mentor Part-Time Officers, including regular one-to-ones and relevant training to ensure the democratic function is effective.
- Regularly monitor and evaluate the training programmes for students in representative roles (Part-Time Officers) incorporating student feedback.
- Collaborate with the SU Design and Communications Team to develop effective, and timely, communication related to student democracy.
- Contribute to an annual programme of events and support including the potential for an Annual Representation Conference.
- In line with any campaigns that Sabbatical and Part-Time Officers wish to promote during their term, support the sustainability efforts of the union.
- Support the Student Voice & Advocacy Manager and the Sabbatical Officers to represent the Students' Union at appropriate University committees and groups where required, and feedback to relevant staff.



- Maintain own professional networks; taking opportunities to promote UWTSD SU on a local and national level and use sector-wide research and trends to inform activity and improvements.
- iv) **To support and empower our student leaders to achieve their objectives**
- Create appropriate working relationships with student leaders where the post holder can coach and empower representatives without providing their own opinion or unduly influence policy.
  - Work with colleagues across the SU on the campaign objectives of the Sabbatical and Part-Time Officer teams.
  - Maintain records of activities, events, and campaigns carried out to have as reference points for future campaigns, and also to provide as input for the annual Students' Union Impact Report.

### **General Duties**

- To support, advise and assist elected student officers in the achievement of their aims and objectives.
- To discharge all relevant Health and Safety Responsibilities.
- To adhere to all relevant Students' Union Policies and Procedures.
- To adhere to all relevant UWTSD Policies and Procedures.
- To be adaptable to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development.
- To represent the Students' Union at relevant professional networks, events and conferences.
- To support and promote the Students' Union's values whilst undertaking duties, demonstrating commitments to equality, bilingualism, sustainability, and democracy.



## Personal Specification

### Student Voice Co-ordinator: Democracy & Campaigns

<b>Education</b>	<b>Essential</b>	<b>Desirable</b>
Educated to A-level standard or equivalent.	X	
Degree-level education or experience.		X
<b>Role-specific Essential Experience and knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Some experience of working in democratic environment.	X	
Knowledge, experience, and understanding of managing volunteers and the support they require.		
The ability to establish effective working relationships with colleagues both internally and externally across large organisations.		
Experience of delivering a variety of training sessions both in-person and online.		
Experience of successfully delivering project activity to meet set aims and objectives.		
Understanding of, and commitment to supporting students from a widening participation background.		
The ability to be an administrative support for meetings from agendas to writing minutes.		
Commitment to finding innovative ways of interacting with groups of people on a variety of issues.		
Ability to pro-actively plan and manage events and activities (awareness raising events and forums will be required in this role).		
Demonstratable experience of coaching others without expressing your own opinion.		
Appropriate level of IT Skills and willingness to learn new software packages.		
Analytical and questioning approach supported by the ability to conduct research activity and explain and report on data (both primary and secondary).		
Personal commitment to equity, diversity, and inclusion.		
<b>Additional</b>	<b>Essential</b>	<b>Desirable</b>
Interest in Higher Education policy and in the detail of academic regulations (or equivalent).		X
A good understanding of the roles of Officers and Students' Unions in HE institutions and the dynamic between students' union staff and representative officers.	X	
Knowledge of HE institution frameworks and structures.		X
Previous experience of working in a Students' Union.		X
Ability to communicate through the medium of Welsh, or a willingness to learn to the required level.		X