Your Students' Union
University of Birmingham guild of students

Job Description

Post Title: Representation Coordinator

Responsible to: Student Voice Manager

Responsible for: Student Representative Volunteers and a small student staff team

Summary of post: To work in a team responsible for the delivery of the Student Representation System, ensuring that representation services are successful, engaging and viable services for students at the University of Birmingham. You will support the training, reward and recognition of Student Representative volunteers and deliver activities to promote and support the student voice at the University of Birmingham. You will also provide support to elected volunteers and Guild officers ensuring that Guild members are represented professionally and successfully.

Responsibilities

1. To work with the Student Voice Manager to ensure an excellent representation system is in place across the University of Birmingham

2. To administrate the Student Representation (SR) program, including maintaining a database of volunteers, liaising with University schools and departments, and assisting with evaluation of the program.

3. To co-ordinate the training, reward and recognition of student representatives and support Guild officers in producing and delivering training sessions.

4. To be responsible for the administration of Guild committees when required, including preparation of agendas, attendance at meetings, drafting of minutes and actions arising, and support of volunteer committee members.

5. To assist with the election of officers of the Guild of Students.

6. To keep up to date with local, national and international developments in Higher Education and associated issues within the sector like welfare, accommodation and equality and develop expertise in 1 or more area of HE policy.

7. To help create and maintain accessible information systems on Higher Education issues, committees and legislation, which will act as a central source of information for the Guild team, elected student officers and student groups.

8. To proactively investigate issues and brief student officers and staff colleagues, using own initiative and in response to requests for information.

9. To help formulate and conduct research briefs on student issues to inform representatives on student issues and opinion, develop new areas for such work, inform the Guild's Strategic Plan and priorities for the Executive.

10. To prepare written and verbal briefings on developments in the field and in relation to relevant University and Guild committees.

11. To maintain and develop constructive debriefing structures with officers and staff after meetings and ensure knowledge is effectively maintained and communicated within the organisation.

12. To actively assist and support officers and staff to create action plans from University and local community meetings so the Guild proactively respond to issues on behalf of students.

13. To work with the Student Voice Manager and Officer Team in the support of campaigns related to students at the University of Birmingham through such means as research, tool kits and coordination of activities.

14. To develop effective relationships with relevant local and national educational, campaigning and representational organisations.

15. To work closely with the wider Guild team to support and enhance student representation, and engage members in representation functions of the Guild of Students.

16. To undertake appropriate training and personal development as required for the role.

17. To identify improvements and recommend these to the Student Voice Manager for consideration.

18. To adhere to all relevant Guild policy with particular reference to staffing, health and safety, environmental, and any relevant Guild Policy where it may impact upon your role.

19. To participate as a member of Student Voice, Membership and Guild team.

20. To support the work of the Student Voice team, where necessary, in the event of sickness, holiday or other exceptional circumstances.

21. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.

22. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

June 2019

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Person Specification: Representation Coordinator

	You must be able to demonstrate in your application that you have;	Essential	Desirable
	QUALIFICATIONS		
1	Good general education to A level standard, typically including Maths and English at least to GSCE C or equivalent	✓	
	KNOWLEDGE AND EXPERIENCE		
3	Knowledge of further and higher education and the issues effecting student today	✓	
4	Experience of working effectively as part of a team and using your own initiative	✓	
4	Experience of managing or supervising others and their work		✓
5	Devising, delivering and evaluation of training using contemporary training and development practices.		✓
6	Experience of working with volunteers.		✓
	SKILLS AND ABILITIES		
8	Ability to effectively evaluate and promote a service	✓	
9	Computer literacy(standard office software including spread sheets) and keyboard skills	✓	
10	Ability to present information clearly and concisely in writing or verbally	✓	
11	Ability to establish strong working relationships with a wide range of individuals both within the guild of Students, the University and external organisations	✓	
12	Ability to communicate calmly and effectively to others	✓	
13	Ability to create & maintain effective administrative systems	✓	
14	Ability to take a constructive and co-operative approach to solving problems	✓	
15	Ability to recruit, support motivate and empower others		✓
	PERSONAL QUALITIES		
16	Understanding of and a commitment to Equality of Opportunity	✓	
17	Team focused approach	✓	
18	Self-motivated	✓	
19	Flexible	✓	
20	Committed to continuously improving service delivery	✓	
21	Customer focus	✓	
22	Persistent & able to persuade others to meet your deadlines	✓	
23	Attention to detail and accuracy	✓	