

## JOB DESCRIPTION

<b>Job Title:</b>	Education & Representation Coordinator
<b>Department:</b>	Operations
<b>Rate of Pay:</b>	£22,524
<b>Report To:</b>	Head of Operation
<b>Job Purpose:</b>	<b>To develop and support an active and engaged student voice at UCB.</b>
	<p>To design and implement projects focused on building a strong educational voice at UCB.</p> <p>To work with the Head of Operations to design and develop the Guild Assembly structures in order to enhance the student voice within the Guild and the University.</p> <p>To support student leaders, including but not limited to course reps, department reps and education assembly members, to shape their lives and the lives of students at UCB.</p> <p>To work with the Education Officer to develop and deliver Course Based Societies.</p> <p>To work with the Head of Operations to develop a high quality student data function that informs and directs the work of the Guild.</p> <p>To deliver to the Guild communications plan, ensuring we effectively communicate with our members and the wider student community.</p> <p>To design and implement initiatives that drive academic engagement with the student body, in particular with those who may face barriers to engagement, as outlined in our access &amp; participation plan.</p> <p>To provide support, advice and guidance to the Officer team.</p> <p>To be a point of contact for students, staff and officers, directly dealing with enquiries, maintaining and developing effective communication methods.</p> <p>To develop and maintain effective partnerships with the Guild, UCB and external groups.</p> <p>To support the delivery of the Guild's annual student leader elections.</p> <p>To perform any other reasonable duties in consultation with the Head of Operations</p>
<b>Closing Date:</b>	Weds 28 <sup>th</sup> June 2023, 12pm
<b>Interview Date:</b>	Tuesday 4 <sup>th</sup> July 2023
<b>How to Apply:</b>	Application packs are available from: - Website at <a href="http://www.ucbguild.org.uk">www.ucbguild.org.uk</a>

	<ul style="list-style-type: none"><li>- E-mail from Cassie O'Boyle, Head of Operations, at <a href="mailto:cassie@ucbguild.co.uk">cassie@ucbguild.co.uk</a></li></ul>
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All application forms must be returned electronically to [guild.recruitment@ucb.ac.uk](mailto:guild.recruitment@ucb.ac.uk)

## PERSON SPECIFICATION

<b>Post:</b>	Education and Representation Coordinator
<b><i>Essential</i></b>	
<b>Experience:</b>	
1	A developed understanding of professional working practices through previous roles
2	Building and maintaining strong and productive relationships with members, students and/or other stakeholders
3	Knowledge and/or experience of membership organisations
4	Conducting research, reporting data, and compiling reports
5	Empowering and supporting individuals and/or groups to meet their goals, understanding the importance of impact and success metrics to focus efforts
6	Successful experience of leading and delivering educational change projects
<b>Skills &amp; Abilities:</b>	
7	Ability to work within a close team environment with staff and elected student officers
8	High level of written and oral communication skills
9	Ability to be organised and to work independently and flexibly in the interests of the team
10	Ability to prioritise competing tasks and manage a varied workload
11	Proven ability to take initiative and fix issues before they are assigned by a project team or manager
12	Ability to work and communicate confidently with a diverse range of people and groups
<b>Education &amp; Qualifications:</b>	
13	Educated to a degree-level standard or equivalent experience relevant to the role
<b>Knowledge:</b>	
14	An understanding of the issues affecting students and the Higher Education sector
15	An understanding of the representation and educational change systems used within Students' Unions
16	An understanding of issues relating to equality, diversity and inclusion
<b><i>Desirable</i></b>	
<b>Experience:</b>	
17	Working in a Students' Union environment and understanding of its democratic values
18	Managing/coordinating a team of volunteers
19	Developing and delivering training programmes
<b>Skills &amp; Abilities:</b>	
20	IT proficiency including the use of Microsoft Office and knowledge of social media
21	Ability to use websites with content management systems
22	Ability to establish and maintain effective working relationships with a wide range of people within the University
<b>Education &amp; Qualifications:</b>	

23	Further study or relevant experience related to student communities and community building
<b>Knowledge:</b>	
24	An understanding of the issues affecting students and the Further Education sector
25	An understanding of asset-based community development