

Representation and Democracy Administrator
£22,702.50
37 hours per week

Would you like to make a difference to students' experience at University?

Do you have the skills to administer and enhance democratic processes within a dynamic and diverse student community?

Are you interested in joining a fast-paced team that prides itself on going the extra mile, supporting its members, having fun, and fostering a fantastic #Teamworc community?

We are looking for someone to join our team and become our expert on representation, democracy, student feedback, and change. This post is designed to support the delivery of student feedback and representation systems, to ensure the effective administration and development of democratic functions, and to work with elected officers, volunteers, and other students to deliver change on our various campuses and beyond.

Who Are We Looking For?

The skills we are looking for in the appointee include exceptional administration skills, great organisation, and an attention to detail, as well as the ability to listen effectively and communicate with a wide range of people. Empathy and a keenness to be pragmatic in situations are also important qualities. This post is ideal if you are interested in leading on effective engagement with students, working to ensure we are representing students' best interests and helping them to make change.

You will:

- Work closely with our Director of Representation and Membership Services to motivate, train and support our Reps involved in the Academic Representation System (which helps give students a voice in their education) and our Student Networks (which seek to give a voice to our underrepresented and liberation groups).
- Help our students seek feedback from their peers and achieve positive change for their cohorts/groups.
- Work closely with the full-time elected officers (details of whom you can find [here](#)) and provide administrative support to our Student Council and Executive Committee (our key student-led decision-making bodies).
- Be able to build and maintain great relationships with a variety of people across the University.

Students' Unions are amazing and unique places to work, where you can continue to develop a myriad of skills and abilities, whilst enhancing the experience of others. You will work on site, mainly at St John's campus with occasional work across our other campuses

in Worcester and Dudley and other sites as per the needs of our events calendar. This is a student facing role so being on campus is essential to make sure students get to know you, the wider team and to make sure they feel supported by us.

Worcester Students' Union recognises the value of difference and is committed to equality of opportunity for all. We welcome applications from individuals regardless of their race, colour, ethnic or national origin, sex, sexual orientation, gender reassignment, religious belief, age, marital status or disability, or any other individual characteristic or intersectionality of different characteristics.

We want to support a diverse and inclusive work environment as we believe it makes a team more effective and are actively looking for people who share our values. You can see our work as an organisation and commitment to equality, diversity, and inclusion [here](#).

We know that diverse candidates may be put off applying for jobs where they don't meet 100% of the criteria outlined in the job description but we encourage anyone to apply who can demonstrate a variety of skills and experiences relevant to meeting the requirements of this role. If you would like to discuss any reasonable adjustments to the application process that may better facilitate your participation please contact [Antonia Rossiter-Eaglesfield](#) for an informal chat. We will make every effort to respond to your request for assistance as soon as possible.

We very much look forward to hearing from you!

Closing date for applications: Monday 13th May at 10am.

Interviews will be held on: Tuesday 28th May.

You will be informed if you have been selected for interview on: Monday 20th May.

Our ideal start date for the successful candidate is Monday 1st July (discussions regarding potential flexibility in this regard will be conducted with the individual).