

JOB DESCRIPTION

Post:	Representation and Democracy Administrator
Responsible to:	Director of Representation and Membership Services
Salary:	£22,702.50
Hours:	37 per week

PURPOSE OF THE POST

To lead the administrative support for the Students' Union's representation and democracy functions, helping to create systems and procedures that are appropriate and relevant to our membership. To support and deliver on our drive to ensure effective and robust representation that facilitates a diverse student voice being heard across the University, and to continue to increase student engagement in our democratic processes, including but not limited to Student Council, Networks, the Academic Representation System and our Leadership Elections.

MAIN DUTIES AND RESPONSIBILITIES

Representation

Academic Representation (AR) System

1. To work closely with the Vice President Education to ensure that Student Reps can demonstrate positive change for their peers, involving them in relevant campaigns.
2. To work with all Student Reps within the AR System to ensure they have regular support and dialogue with the Students' Union.
3. To proactively develop the AR System through research and analysis and supporting the production of associated reports to demonstrate impact.
4. To ensure good liaison with University colleagues involved in the AR system, in particular Academic Representation Co-ordinators (ARCs).
5. To work with Union and University staff to administer the Union's involvement in the recruitment and election of Course Reps and Department Reps.
6. To monitor and regularly update the database of Student Reps and work with university colleagues to ensure that active reps are aligned to every course and that any bursary-related activity is accurately logged.

7. To work with the Director of Representation and Membership Services to develop and deliver effective training and personal development opportunities to Reps throughout the academic year with a focus on employability and skills development.
8. To work closely with other teams in the Students' Union to ensure consistency of approach to training, development, and support for all representative roles across the organisation.
9. To organise, service and minute key Rep meetings within the Union, including Rep Forums and Education Council.
10. To administer the allocation of bursary payments to Department Reps at the end of each semester.
11. To maintain a good understanding of university processes and procedures relating to AR.
12. To maintain the Reps' resources hub, ensuring that information is clear, up-to-date, and accessible.
13. To maintain and update content within the Your Voice sections of the Union's website.

Feedback, Intelligence & Policy

14. To act as lead administrator across the Union in monitoring of trends relating to academic life, identifying problems or issues, and highlighting these through our feedback and intelligence monitoring processes.
15. To support the development, implementation, and monitoring of student-led policy.
16. To provide support to sabbatical officer manifesto aims and campaigns as necessary, including supporting officers to monitor their progress and communicate developments with the wider student population.

Student Networks

17. To support the long-term amplification and development of minority voices and underrepresented groups across our campuses via our Student Networks.
18. To arrange, promote and conduct interviews for Student Network Committee roles and organise effective training for Committees members.
19. To support Network Committees and Chairs to achieve tangible outcomes, helping them to build memberships, facilitate activities and campaigns, and hold Open Meetings.

20. To promote student Networks to the wider student body and staff and identify opportunities for cross-development.

21. To administer the allocation of bursary payments to Network committee members at the end of each semester.

Democracy

22. To develop expert understanding of the Union's governance documents, policies, democratic processes, and procedures.

23. To work to continuously review our democratic processes for relevance and effectiveness.

24. To maintain and update content within the Elections and Governance sections of the Union's website.

25. To support the coordination of the Union's student ideas submissions, ensuring a responsive process which cascades ideas to the correct channels in a well-timed manner.

Executive Meetings, Student Council & Sub-Councils

26. Organise and administrate (including minute-taking) democratic processes including but not limited to student council, executive meetings, and student fora, in line with the Union's governance structures.

27. To ensure these meetings operate to a high-quality level of consistency, with well-planned meetings, agendas, discussions, and actions, and resulting accurate minutes.

28. To work closely with our marketing and communications team to help promote the positive impact that engaging in our democratic processes and procedures has for our members.

Elections

29. To coordinate the Union's annual leadership elections and referenda (as required).

30. To work with the Director of Representation and Membership Services to develop and deliver training to students involved in our democratic processes including elections candidates and elected representatives.

31. To ensure the accurate recording of data on student involvement within our democratic processes and procedures.

GENERAL RESPONSIBILITIES

1. To work within WSU's policies and procedures and be willing to attend meetings, training, or conferences, where resources allow and as directed by your line manager.
2. To follow the Union's financial procedures when purchasing services or goods, working within annually agreed budgets and raising any concerns immediately with your line manager.
3. To support the running of Union events and outreach, including Campus Chat, Celebration Week, and the Student Choice Awards.
4. To prepare for and proactively engage in the performance review process with your line manager.
5. To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.
6. To contribute to reports and updates provided to the Union's Board of Trustees and to the University.
7. To undertake evening and weekend work when required.
8. To carry out these duties in a manner that promotes equality of opportunity, supports diversity and inclusion, and considers the University's commitment to environmentally sustainable ways of working.

It is important that you demonstrate in your application:	Essential	Desirable	Tested By
QUALIFICATIONS AND KNOWLEDGE			
Educated to degree level		✓	AF
Understanding of the Higher Education sector and the role of Students' Unions		✓	AF/I
Understanding of academic representation schemes		✓	AF/I
WORK RELATED EXPERIENCE			
Experience of working or volunteering in a democratic or charity environment		✓	AF/I
Experience in administration and working in an office environment	✓		AF/I
Experience of producing high quality reports and/or minutes to tight deadlines	✓		AF/I
Experience of training or supporting others		✓	AF/I
Experience of research and data production/analysis		✓	AF/I
Experience of applying policies or procedures to effectively make decisions or problem solve		✓	AF/I
Experience of organising events		✓	AF/I
Experience of overseeing budgets or of successfully operating within agreed budgets		✓	AF/I
SKILLS AND ABILITIES			
Excellent oral and written communication skills including excellent minute writing skills	✓		AF/I
Ability to effectively manage a varied, fast paced, and demanding workload whilst meeting deadlines	✓		AF/I
Ability to collaborate and establish good working relationships with a wide range of individuals	✓		AF/I
Ability to demonstrate initiative and creativity and work without close supervision	✓		AF/I
Ability to interpret information such as survey data, feedback forms and formal minutes, and then communicate this information to a variety of stakeholders	✓		AF/I
Excellent IT/computer literacy skills	✓		AF
PERSONAL QUALITIES			
Approachable, positive, and empathetic	✓		AF/I
Flexible and able to adapt to changing priorities	✓		AF/I
Proactive, motivated, and willing to go the extra mile	✓		AF/I
Willing to work unsociable hours when required	✓		AF/I
Committed to equality of opportunity and the democratic structure of the Union	✓		AF/I

Tested by = method by which you will be asked to demonstrate you possess this quality or attribute

AF = Application Form

I = Interview