



Recruitment Pack

**Academic
Representation
Coordinator**

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Helo!®



Trish

Chief Executive Officer

Thank you for your interest in our varied roles here at AberSU, based on the beautiful Welsh Coast of Aberystwyth.

We are proud of what we do and are looking for a manager who will join us to develop our services and lead our Student Voice Team. You will need to share the values of the SU and commitment to our Leadership Team, working closely with them and the wider staff team to take us to the next level.

We are a member-led charity, funded by the University and together with Students we strive to create a world class student experience for all. As an operational manager, you will lead a small team of staff to engage with our membership, foster a culture of student leadership and deliver a student focussed service.

You will be taking up the role as we embrace our next stage of change; we are investing heavily to adapt in new ways of working, now and post-covid. If you feel excited by these opportunities and would like to join our team, we look forward to hearing from you.

About us..

Aberystwyth Students' Union wants Aber students to love student life!

Led by students and supported by a team of staff, We strive to ensure that Aber students have an epic student journey, are happy, healthy and empowered, with lasting friendships and promising futures. All students at Aberystwyth University are automatically a member of AberSU.

We provide students with a range of benefits and opportunities to get involved in, including:

- Helping students to meet new people, make friends and build communities
- Supporting and developing student Sport Clubs and Societies
- Supporting, training and working with Academic Reps to have a positive impact for students at course level

- Free, impartial, friendly and confidential advice
- A representative voice for all Aberystwyth University students
- Opportunities for students to campaign on the issues they care about
- Spaces to study, meet and socialise

We are a democratic, charitable organisation and have a responsibility to act ethically and responsibly in all that we do, contributing to the wider community and limiting our impact on the environment.

We hope that you will enjoy working as part of our sharing and supportive team and that you grow and develop existing and new skills and abilities along the way.



MISSION

We want Aber students to **love student life**

VISION



Aber students should be **happy, healthy and empowered**, with **lasting friendships** and **promising futures**.

VALUES



We are **shaped by students** - Your voice matters most



We are **transparent** - We are always honest and open



We are a **community** - We want you involved



We are **ambitious** - We develop for the future



We **caru Cymraeg** - We champion Welsh language and culture

PROMISES



We will provide opportunities to find your **Aber community**



We will be a **positive influence** for students

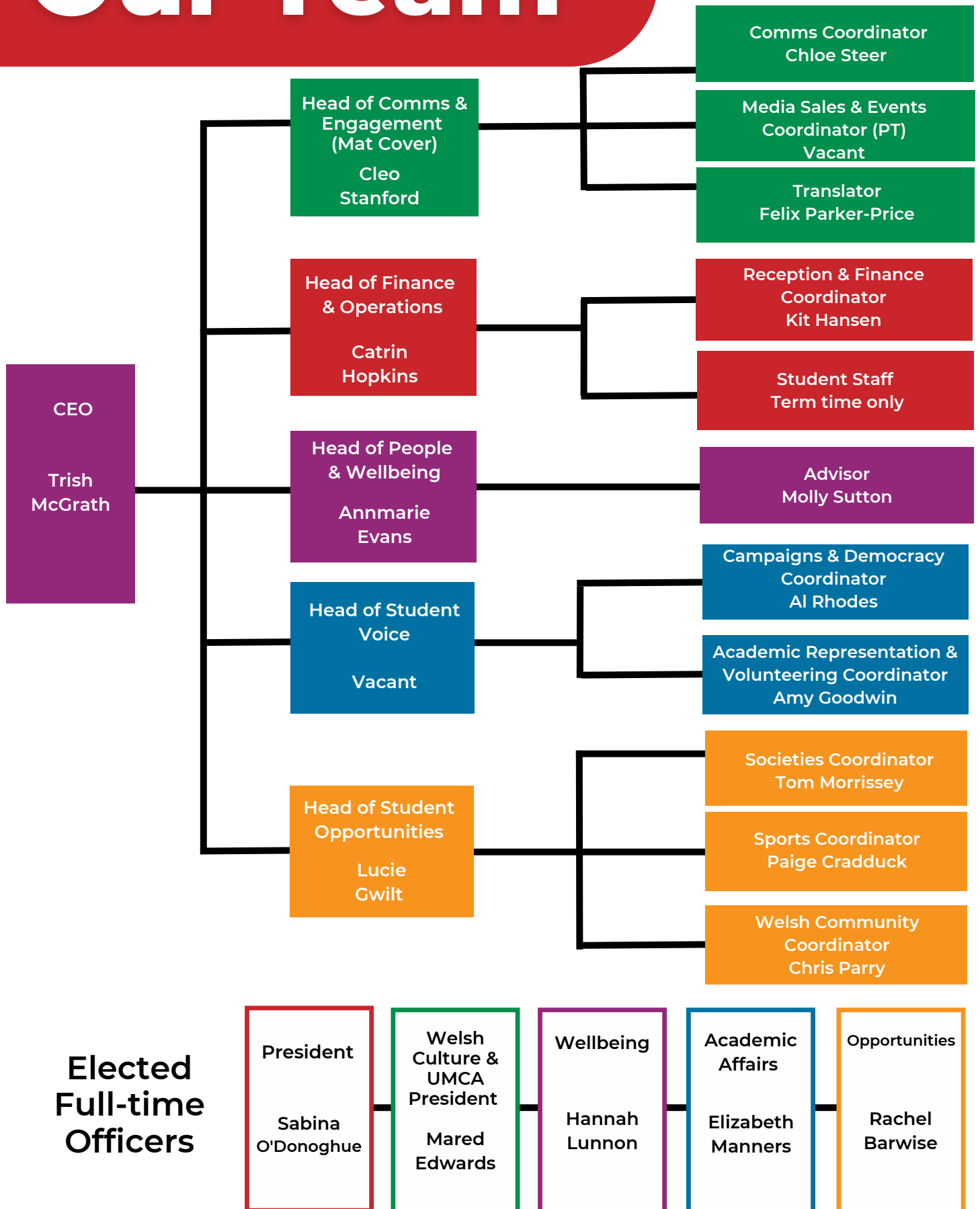


We will support you to be **happy and healthy**



We will help to grow your **skills and experiences**

Our Team



Benefits

- We offer competitive salaries with an annual incremental salary scheme
- We offer all staff a minimum of 28 days annual leave each year in addition to 8 days bank holidays and paid closure days over the Christmas period.
- We offer enhanced maternity and paternity pay for eligible staff
- Supportive contractual sickness policy and supportive policies around absence for medical appointments and urgent childcare.
- We're a Real Living Wage employer
- Flexible working /Time off work including:
 - Parental Leave
 - Dependents Leave
 - Medical Appointments
 - Compassionate Leave
 - Career Breaks
 - First Day at School
- Staff automatically join our Pension Scheme, where we will pay up to 10% of your salary into the scheme
- Employee Assistance Programme - Access to confidential counselling and support
- Wellbeing hours - 2 hours of wellbeing a week available to ensure downtime and a good work/life balance
- We are a Mindful Employer - We are committed to creating a supportive and open culture, where colleagues feel able to talk about mental health confidently, and aspire to appropriately support the mental wellbeing of all staff.
- Halo Hair Code - In this workplace, we recognise and celebrate our colleagues' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on an employee's ability to succeed.

62%

of individual
Aber students
engaged in
AberSU
activity

20%
turnout in
our 2022-23'
Officer
Elections

AberSU
recognised with
a Chwarae Teg
'Leading'
FairPlay
Employer
award

Nearly
1 in 2
members of
sports teams
are women
#ThisAberGirlCan

Job Description

JOB TITLE: Academic Representation Coordinator

Responsible to: Head of Voice

Salary: AberSU Coordinator grade presently £19,100 - £21,100

Hours: Full-time, annualised hours (36.5 hours per week), to be worked flexibly in negotiation with line manager

Date of writing: June 2022

PURPOSE OF ROLE

To ensure that the Students' Union is supporting and empowering student academic representatives to have a strong voice that shapes their educational Experience. To support and enable student representation, in particular through the course level representation scheme. To be an active outreach member of staff that is proactive in going out to talk to students about their experiences and views.

DUTIES AND RESPONSIBILITIES

Academic Representatives

- To monitor, record and report outputs and impacts from the academic representation scheme.
- To ensure the opportunities and impacts of the academic representation scheme are communicated broadly amongst members to promote awareness and scrutiny.
- To track and highlight current student Academic Representative experiences, views and impacts.
- To report themes and recurring issues of concern raised by the academic representatives to the Academic Officer and relevant team members.
- To work in partnership with SU and AU colleagues to develop and deliver a consistent, engaging and impactful system of course-level representation.
- To work with AberSU and AU colleagues to ensure the AU systems, policies and processes are effective and supportive of high-quality student academic representation, for mutual benefit.
- To work with AberSU officers and staff to link the student academic representation outcomes and data with Officer priorities and actions.
- To support AberSU officers to raise representations regarding academic representation matters, including those arrived at by NSS data.
- To promote the principle of partnership between students and academics in the provision of a high-quality education.
- Facilitate, share and implement good and innovative practice in the area of liberation.
- Support students to mobilise and campaign on the issues that matter to them.

Elections Facilitation

- To plan, prepare and deliver free and fair Academic Representative elections as per the AberSU cycle of business.
- To work with AberSU staff and officer colleagues to review election performance annually.
- To work with AberSU staff and officer colleagues to develop new and creative methods of recruiting candidates and voters to promote maximum engagement with elections.

Representative Training & Support

- Working with key colleagues, to plan, prepare and support delivery of an annual cycle of induction and training for all new elected Academic Representatives on all relevant areas of business and to develop Rep skills.
- To link Academic Representatives into relevant political and development opportunities provided by NUS and other key partners, including attendance at conferences and training events.
- Pro-actively reach out to and work with Academic Representatives to ensure a dynamic and thriving Rep community at AberSU.
- To support academic representatives in responding to real-time issues and matters of concern/interest that arise during their tenure.

Other Duties

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote AberSU's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections.
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments.
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff.
- To contribute to Union projects and participate in working groups.
- To demonstrate Students' Union behaviours & standards in daily working life.



Person Specification

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
Good general education, typically to A level equivalent	Essential	✓	
Volunteer management qualification	Desirable	✓	
EXPERIENCE			
Experience of arranging engaging meetings and events	Essential	✓	✓
Experience of planning and implementing promotional and communication campaigns using a wide range of media including online social networks and developing/managing website content.	Essential	✓	✓
Experience of explaining and/or advising others in relation to complex processes and procedures using simple and accessible terms in writing and in person.	Essential	✓	
Personal experience of campaigning to create change and/or experience of playing a key role in a democratic/policy based organisation	Desirable	✓	✓
KNOWLEDGE			
Understanding of current issues and themes in Higher Education and/or Students' Unions	Essential	✓	✓
Knowledge of approaches to lobbying and influencing in complex organisations such as universities or governmental organisations	Desirable	✓	✓
Knowledge of current trends in student democracy and representation and policy work	Desirable	✓	✓
ATTRIBUTES/SKILLS			
Able to empower and motivate others	Essential		✓
Able to work with complex individuals, situations or organisations	Essential	✓	
Able to create and maintain strong working relationships	Essential	✓	✓
The ability to work effectively in a team and own initiative	Essential	✓	✓
Confident and capable of enthusiastic outreach work involving speaking to students	Essential	✓	✓
Able to overcome hurdles and problems in a constructive manner with a calm disposition especially under pressure	Essential	✓	✓
Highly skilled in time-management and prioritisation	Essential	✓	✓
IT competent with a working understanding of Microsoft Outlook, Word and Excel	Essential	✓	
Understanding and commitment to promoting equality and diversity and inclusive practices	Essential	✓	✓
Commitment to upholding the Students' Union values	Essential	✓	✓
Ability to communicate through the medium of Welsh	Desirable	✓	

Want to apply?

Here's how:

- Download the application form from our website:

Go to:

www.abersu.co.uk/aboutaber/jobs/
to view person specifications, job descriptions and access application forms.

- Email us your application form

When you're ready to apply, email your application form to ceostaff@aber.ac.uk

