



JOB DESCRIPTION

JOB TITLE:	ACADEMIC REPRESENTATION COORDINATOR (0.5 FTE)
RESPONSIBLE TO:	Head of Student Voice
SALARY:	Undeb Aber Coordinator grade (Currently £12,764 to £14,322)
HOURS:	0.5 Full-time, annualised hours (18 hours per week), to be worked flexibly in negotiation with line manager
DATE OF WRITING:	May 2026

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

1. 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 Undeb Aber 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 Undeb Aber officers and staff to link the student academic representation outcomes and data with Officer priorities and actions.
- To support Undeb Aber 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.

2. Elections Facilitation

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

3. 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 Undeb Aber.
- To support academic representatives in responding to real-time issues and matters of concern/interest that arise during their tenure.

4. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote Undeb Aber's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of Undeb Aber.
- To be an advocate for Undeb Aber 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

CHANGES TO JOB DESCRIPTION

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.

PERSON SPECIFICATION – ACADEMIC REPRESENTATION COORDINATOR

CRITERIA	Requirement	Application	Interview
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	√	