

Job profile

Job title	Student voice coordinator
Reports to	Student voice manager
Responsible for	Student staff
Salary	£32,496

Job purpose

The postholder will be responsible for supporting student representation activities and systems. They will support relevant projects, including organising and servicing meetings and other events. They will support the delivery of training and other development programmes for relevant student representatives.

Duties

- Support student representatives to effect change in the University by providing relevant administrative support to meetings, activities and projects
- Undertake research on relevant topics
- Summarise papers and give briefings on relevant topics
- Deliver training to student representatives
- Support the operation of election processes where required
- Support new student-led campaigns
- Support the development of digital service delivery

Additional responsibilities of all staff

- Be a team player by working with colleagues and students across a range of projects
- Maintain high standard of professionalism, confidentiality and respect for student, colleagues and visitors
- Adhere to and apply the Union's values, policies and procedures
- Be responsible for observing and implementing good health and safety practices
- Travel to/between and work at all three UEL sites when required
- Attend committees, meetings, training, conferences and other events
- Attend occasional weekend and evening events, according to organisational needs
- Participate in major Union events and activities as and when required
- Undertake any other duties as reasonably requested by line manager

Person specification

All criteria listed are essential for this role except where stated desirable.

Education/qualifications (application form)

- Educated to degree level (any) OR equivalent experience in activities and events
- Relevant continuing professional development (desirable)

Professional experience (application form)

- Working in a similar role with proven success
- Developing relevant solutions to target specific audiences
- Planning, executing and reviewing activities and events
- Risk management and health and safety (desirable)
- Developing and maintaining relationship with key stakeholders
- Managing teams of staff with proven success (desirable)
- Managing and working in a matrix management structure (desirable)

Knowledge, skills and abilities (interview)

- Understanding of personal development through student groups
- Awareness of current trends in activities, events and experiences (desirable)
- Understanding of legislation and guidance affecting student activities (desirable)
- Higher education and the challenges facing students and universities (desirable)
- Excellent organisational skills including managing conflicting priorities and a diverse workload
- Able to take on responsibility for delivering tasks to ensure targets are met
- Able to communicate and work effectively in a team and using own initiative
- Excellent inter-personal skills including being able to clearly communicate with other staff members at all levels
- Excellent IT skills including Microsoft Office
- Innovative and creative approach to work

Personal attributes (interview)

- Willing and able to work in a fast-paced, challenging environment
- Willing and able to work in a student-led, democratic organisation
- Willing and able to work flexibly including occasional evenings and weekends
- Understand and appreciate culture and climate of modern students' unions
- Sensitive to the needs of a diverse community and cultural differences