

Representation Coordinator

Role Profile

The Union's vision is that: **Every student loves their time at Southampton.** We exist to:

- Help Students find friendship groups
- Help students complete their degree programmes
- Give students a voice in the University and wider community

Your role is contributing towards achievement of this vision is described below:

Main Purpose of Role:

- 1) To co-ordinate and assist in the effective operation of the Representation Team by encouraging and supporting the Sabbatical Officers, Student Officers and all Academic Representatives.
- 2) To maintain and develop the Academic Representation Structure.
- 3) To strengthen the student voice and identify issues that SUSU can take forward on behalf of students.
- 4) To maintain the transparency and integrity of the democratic structures of SUSU.

Responsible to: Head of Representation
Responsible for: N/A
Grade: 3

Main Duties of the Role

To co-ordinate and assist in the effective operation of the Representation Team by encouraging and supporting the Sabbatical Officers, Student Officers and all Academic Representatives.

- To support SUSU officers with the delivery of any Representation campaigns, activities, events and other projects.
- To be a point of contact for students and student officers whilst developing effective communication methods and acting as an advisor and administrator.
- To be an active member of the Representation Team by contributing to the departmental plan and within this, promoting academic representation and enhancing student academic experience.
- To work closely with Marcomms to ensure the promotion of our elected officers' and reps' successes.

To maintain and develop the Academic Representation Structure.

- To co-ordinate, develop and deliver core training to all academic reps, working with the VP Education & Democracy and the rest of the Representation Team.

Representation Coordinator

Role Profile

- To maintain and develop coherent and comprehensive procedures, systems and policies relating to the Representation structure and the wider student academic experience.
- To liaise with internal and external stakeholders to develop opportunities, activities and promotion of the academic representation structure.
- To build a sense of community among academic reps by organising events, where they can meet and share experiences and good practice.

To strengthen the student voice and identify issues that SUSU can take forward on behalf of students.

- To promote and advocate for student-led campaigns and to ensure that all students are able to influence and contribute to the work of SUSU as an organisation.
- To work with our students to ensure that their voice is amplified and that they feel confident in approaching SUSU with ideas and suggestions that would benefit the student community.
- To keep regular contact with our academic representatives, and provide them opportunities via different means to share and submit their feedback.
- To actively seek out current issues that may be affecting students and feeding this back to the relevant teams that may be able to help provide support.
- To maintain and develop the You Make Change platform for student feedback

To maintain the transparency and integrity of the democratic structures

- To plan and co-ordinate all SUSU elections, ensuring that the rules and by-laws are adhered to throughout the process and that results are published in a timely manner both internally and externally.
- To organise and administer all democracy related meetings, such as Senate, the Annual General Meeting (AGM), and the Disciplinary Committee and administer Petitions, All Student Votes, You Make Change and the Complaints process.
- To develop and deliver core training to our Senators.
- To ensure that all SUSU activities are in line with our rules and by-laws.

Contribute to the overall effectiveness of the Union by

- Developing and maintaining relationships with key internal and external stakeholders
- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met
- Supporting the implementation of the Union plan, promoting our aims and values through the goals of the departments Operational Plan
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental
- Contributing to the positive image of The University of Southampton Students' Union with students, University and the local community working with the team to ensure a full service is provided at all times, providing cover as necessary

Representation Coordinator

Role Profile

- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Completing such other duties as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of the post

Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

| KEY/QUALIFICATIONS/EXPERIENCE REQUIRED | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Understanding of University academic structures and processes as well as the wider Higher Education sector | | X |
| Experience or demonstrable interest in the specialist area of work, Representation. | | X |
| Experience in the organisation and delivery of effective training | X | |
| Experience in project development and management | X | |
| Excellent verbal and written communication skills including liaison with external bodies and stakeholders | X | |
| Ability to work within an environment directed by elected student officers with a positive commitment to enhancing the student experience | X | |
| A commitment to providing high quality Customer Service | X | |
| Excellent office administration skills | X | |
| Supervisory experience is not essential but would be beneficial | | X |
| Recent experience of using word processing, database, spread sheet and email packages (we use the Microsoft Office package) | X | |
| Experience in delivering presentations preferred | | X |
| Commitment to and knowledge of equal opportunities including inclusivity and access issues | X | |
| Commitment to and passion for the values and purpose of a Students' Union | X | |
| Commitment to and an understanding of Ethical & Environmental issues and Health & Safety | X | |

Representation Coordinator

Role Profile

Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.