



**solent
students'
union**

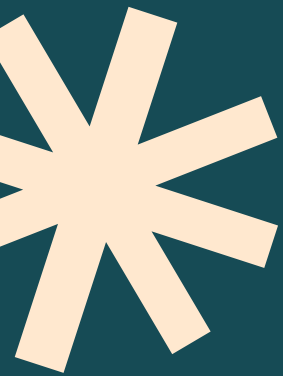
Student Voice Coordinator

recruitment pack



@solentsu





welcome

welcome

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Dear Candidate,

We are currently heading into our second year of our new strategy, and into an exciting period of growing engagement and enhancing student voice. This is a really exciting opportunity to join Solent Students' Union and make a big impact.

Working in a students' union is a unique experience-- one where you will be able to help champion students to not only shape their own future but also lead the way for new students for years to come.

And that's where you come in! By downloading this pack you've taken the first steps towards joining a passionate and exhilarating team devoted towards making change happen. We are looking for someone who has a genuine passion for empowering and engaging our students. You do not have to have a background in Students' Unions or education, but we'd love to find people who share a commitment to our values and behaviours and can communicate with and support our diverse communities.

We offer a flexible, supportive, and collaborative working environment and have a huge appetite for innovation and new ideas.

We want to give you the opportunity to succeed, and you are more than welcome to reach out for an informal chat or to ask any questions by emailing Hannah at hannah.piatkiewicz@solent.ac.uk.

The rest of this application pack covers about Solent Students' Union and Solent University, our values, the job description, as well as details about how to apply. We really hope you'll want to join us in shaping an excellent experience for all students at Solent University, so if you are interested in applying for the position – do it! We look forward to receiving your application!

Best wishes, Hannah Piatkiewicz



Hannah Piatkiewicz
Membership Manager

About Solent Students' Union

Solent Students' Union is proud to say we are run by students, for students. We are here to help all Solent students have the best possible time while at university.

We are here to improve students' education, make campus life fun, look after their wellbeing, make them more employable for after university, and ultimately empower them to change the world around them.

Our students are at the heart of everything we do and our two Sabbatical Officers, who are elected annually, represent the voice for all students at Solent University. They are the face of the Union, with a reliable and innovative team working behind the scenes to support them during their time in office, as well as the wider SU.

Although we are a small team, don't let that fool you. The work we do is BIG – from hosting large scale events to working with leading organisations in the area to solve issues that impact our students. We are full of outstanding staff, volunteers, elected officers and trustees, who hold specialist skills and experiences that help our students to grow and flourish during their time with us.

We also offer a wide range of opportunities, services, and support to help students get the most out of their time at university, such as our in-house and invaluable Academic Advice service (which is completely free and independent from the University), events, volunteering, societies, the SU Exchange, course and school reps, and much more!

To be current and up-to-date, Solent SU needs to be constantly listening, learning, evolving and being accountable. Equality, diversity, and inclusivity, as well as sustainability, are extremely important to us and will be the driving force behind our strategic planning.

We are also a registered charity, which means that any money we generate from our SU shop, advertisements or events is reinvested straight back into our Students' Union to improve the student journey.





our values:

TRANSPARENCY

We want to be open and honest with our students, in order to build trust and ensure that we remain an organisation that is by students, for students.

EMPOWERMENT

We believe that students' voice is the most powerful tool in creating systemic and impactful change at Southampton Solent, and we believe our role in that is to ensure every member has the opportunity to participate in that process.

GROWTH

We want students to graduate feeling Solent Students' Union has actively participated in their professional development and also helped them to develop as people.

CHALLENGE

We encourage students to thinking critically about their student experience, both with the university and the student's union in order to create an experience which reflects their expectations.





About Solent University

Solent University is all about creating opportunities: for its students, for its staff, for its partners. It offers expertise and experiences you couldn't get anywhere else, opening doors and making introductions.

As a modern and ambitious university, this is an amazing place to #MakeWaves for the future. The university is embracing new ideas, creating opportunities, and responding to market changes quicker than most.

More than anything else, they are staying focused on their key purpose – developing grounded and enterprising students who, whatever their background, leave the university with the skills and confidence employers are looking for.

While we work closely with departments from all across the university, we are a separate organisation. This is important for several reasons, but mainly it means that if students have an academic problem while studying, they can come and talk to us, the Students' Union. And they can do this in the confidence that we can take up the issue with the university and help to resolve it.

job description

The Student Voice is the driving force behind the Union and key to ensuring we effectively represent the views and interest of our members. From leading on democratic and representative functions, you will help ensure we remain a strong advocate for the student experience.

This is a fantastic opportunity to work with students and develop the Union's work to ensure that the student voice is integral to influencing what both Southampton Solent University and Solent Students' Union does. This role is responsible for course representation, student council, and other forums, but also identifying mechanisms that increase student engagement across a number of internal and external initiatives.

You will be integral to the delivery of elections, supporting the election processes and identifying new ways for us to reach out to both candidates and voters. You will work closely with the Sabbatical Officers and help them achieve their manifesto aims, acting as a champion and motivator to facilitate Student Voice across the university community.

Job Title: Student Voice Coordinator

Working Hours: 35 per week, on a flexible basis

Salary: £25,000

Reporting to: Membership Manager

Direct reports: None

Contract Type: Fixed Term 12 Months

Place of Work: Solent Students' Union, East Park Terrace

main duties & responsibilities

Drive or support democracy and representational activity

- Lead the continual development and improvement of the Union's democratic work including general meetings, elections, course reps, and student forums
 - Responsible for maintaining and populating data systems associated with democratic functions
 - Coordinate Union staff and officers to recruit election candidates and involvement in voting periods
 - Responsible for recording, keeping, and disseminating minutes, record and agendas of democratic meetings
 - Responsible for the promotion of democratic events and functions
 - Coordinate our representation at relevant conferences and events
 - Support Sabbatical Officer campaigns by providing advice, guidance, and practical help
 - Provide support from the day-to-day operation of the Union's democratic groups and bodies including promoting and arranging meetings and taking and circulating minutes
 - Be proactive and ambitious in improving how students influence the work of the Union
 - Be aware of good practice in the sector and regularly review governing documents to ensure the organisation is a leader in effectively promoting the student voice
 - Liaise and negotiate with University staff and other relevant external parties in relation to democratic functions
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Responsible for volunteers involved in democracy and campaigning activities and provide operational support for part-time officers

- Develop and deliver training and induction for elected student volunteers and Sabbatical Officers
- Provide democracy volunteers with information relating to their roles and Solent Students' Union's governing documents
- Responsible for specific administrative support for democracy volunteers

- Responsible for supporting election candidates including coordinating training
 - Provide election candidates with information relating to elections and Solent Students' Union's governance documents
 - Provide primary operational support for Volunteer Officers including coordinating training and development
 - Responsible for advising democratic volunteers on matter including Solent Students' Union's governing documents, conducting effective meetings, and increasing involvement in democracy
 - Maintain communication for elected volunteers and students involved in union campaigns
 - Responsible for advising part-time and full-time officers on campaigning tactics, techniques and supporting administration of these campaigns
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Contribute to Solent Students' Union's strategic and operational planning

- Be the main point of contact for matters concerning the democratic and representational aspects of the organisation
- Provide support to the Advice & Wellbeing Coordinator with casework when necessary.
- Significantly contribute to the design and delivery of Solent Students' Union's governance model
- Provide information relating to democratic functions and campaigns for reports and meetings as required by the Membership Manager
- Contribute to the Membership Services department's strategic planning by putting forward evidence-based ideas for improvements to democracy and governance activities
- Contribute to the Membership Services department's operational planning by planning the tasks and events relating to democracy and governance
- Liaise and negotiate with University staff and other relevant external parties in relation to democratic functions and campaigning activity

purpose of the post

To lead all democratic and representational activity, ensuring the student voice is heard and is at the heart of the organisation. This post supports and develops our student council, course rep scheme, member-led campaigns, and elected officers to be highly effective in representing student interests.

person specification

Criteria	Requirement	Tested
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QUALIFICATIONS

Good general education, typically to Higher/ A level, or equivalent experience	Essential	Application
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EXPERIENCE

Previous experience in a democratically led organisation	Desirable	Application, Interview
Personal experience of further education and/or higher education	Essential	Application
Significant experience in leading, running or being involved in democratic or representative activities - preferably in a university setting	Essential	Application, Interview
Personal experience within democratic structures	Desirable	Application
Experience using databases	Essential	Application
Experience using IT systems	Desirable	Application
Experience working with or managing volunteers	Essential	Application, Interview
Experience training students or staff	Essential	Application, Interview
Experience of project management	Essential	Application, Interview

KNOWLEDGE

Good understanding of current issues and themes in higher Education and Students' Unions	Essential	Interview
Excellent working knowledge of key themes and issues in student opportunities within the university context	Essential	Application
Good understanding of best practice in volunteer management	Essential	Interview
Good understanding of Health and Safety legislation	Desirable	Application

ATTRIBUTES/SKILLS

Able to understand working with a complex external organisation (university)	Essential	Interview
Excellent communication skills verbal and written	Essential	Application
Ability to quickly build relationships with others	Essential	Application, Interview
Proficient in e-communication	Essential	Application
Able to develop and manipulate databases and other data management programmes	Desirable	Application
Excellent planning, organisational and administrative skills - with a particular focus on attention to detail	Essential	Application
Self-motivated and self-reliant	Essential	Application
IT competent with a working understanding of Microsoft Office	Essential	Application
Good knowledge of financial planning and budgetary management	Essential	Application, Interview

VALUES AND ETHICS

Desire to work within a democratic student led environment	Essential	Interview
Understanding and commitment to equal opportunities	Essential	Interview
Desire to work within organisation servicing a culturally diverse membership	Essential	Interview
Demonstrably high standards of personal integrity	Essential	Interview



application info

Application Deadline:

Wednesday 9th September 12pm

Interview date:

Wednesday 16th September

apply!

To apply please send your CV and covering letter to [**su.recruitment@solent.ac.uk**](mailto:su.recruitment@solent.ac.uk)

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