

Permanent Staff Role: Job Description & Person Specification

Section 1: Key Information

Job Title	Academic Communities Coordinator
Team	Representation
Department	Membership & Engagement
Responsible to	Interim Head of Membership Turnaround
Responsible for	Circa 2-3 members of casual staff.
Contract type	Full-time, permanent.
Hours of work	35 hours per week (excluding lunch breaks). Our usual working pattern is Monday to Friday, during usual office opening hours, but there is some flexibility with start and finish times. Some unsociable hours may be required on an ad-hoc basis at certain points in the year including weekend work.
Grade	4
Salary	£27,632 Salary is subject to our Pay and Reward Policy which includes an opportunity for annual pay progression.
Purpose of role	The Academic Communities Coordinator will play a key role in delivering our academic representation system, in partnership with the University, by supporting students in making positive impacts to their educational experience at Roehampton. They will work create a framework for the successful development of academic societies on campus, working closely with the faculty to integrate these groups into academic life.

Section 2a: Key Deliverables

Academic Representation System

- Work with key contacts from academic schools and programmes to oversee and develop the academic representation system.
- Produce briefings and associated guides for Academic Reps, Committees and academic/professional services staff related to Academic Representation at Roehampton.
- Provide support to relevant committees as required (i.e. producing reports and papers as requested by the Vice President (VP) Education for the Student Education Committee).
- Plan and organise the annual Academic Rep Conference with support from the wider Representation Team.

Academic Representation: Recruitment and Training

- Work with key contacts from academic schools and programmes across the University to coordinate the recruitment of all Academic Reps and other academic roles as needed.
- Develop and deliver an annual induction that engages all Academic Reps and gives them an overview of their role.

- Develop a blended learning and development package, which utilises both interactive digital content as well as face-to-face, to deliver a year-round training programme which increases the effectiveness and personal employability of academic community leaders.

Academic Representation: Communication

- Act as the key contact within the Students' Union for Academic Reps, supporting the VP Education to provide advice and coaching on how to tackle and resolve specific issues, ensuring the VP Education is kept up to date with any issues.
- Support School Reps, through regular 121s, with planning their goals, connecting their work to other similar projects, understanding the right channels to progress or resolve issues, and empowering School Reps to offer the same support to Subject Area Reps.
- Develop a programme of networking opportunities with key contacts from academic schools and programmes to ensure a fully joined up partnership approach to academic representation and enhance effective communication channels between the Students' Union and the faculty.
- Produce regular student facing updates which promote education policy and/or successes achieved through Academic Representation, increasing awareness of change.

Academic Student Groups and Communities

- Acting as the main point of contact for our Academic Student Groups and Communities. This includes supporting groups with meeting organisation and administration, decision-making, promotional communications, and event planning.
- Work with the Student Opportunities team to deliver the annual elections for academic student group committees, supporting their training and personal development.
- Working with academic student group leaders to promote group membership to students.
- Work with the Student Opportunities team and relevant University staff to ensure collaboration in the support and development of Academic Societies and Communities.

Representation Systems and Service Delivery

- Work with the wider Representation team to support the delivery of elections for roles across the organisation, acting as an Assistant to the Deputy Returning Officer when required.
- Work alongside the Representation Coordinator to support the delivery of our general governance systems including but not limited to: President's Committee, officer campaigns, research and insight projects, and student networks.

Section 2b: Staff & Financial Responsibilities

- Recruit and induct staff within the organisation as appropriate.
- Supervise and/or manage team members in line with the organisation's policies and procedures, supporting them to grow personally and professionally.
- Work within an agreed budget, in line with the organisation's scheme of delegation and financial procedures.

Section 2c: Organisation Wide Responsibilities

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring the Data Protection Act 2018 is considered when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example the University).
- Comply with the Students' Union's articles of association and other governing documents, recognising and celebrating the contribution of members to leading our work.

- Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

Section 3: Person Specification

Education & Training	Essential	Desirable
GCSE Maths and English or equivalent (Minimum Grade C/4).	X	
Evidence of continuing professional development in relevant areas to the post.		X
Experience & Knowledge		
Working in a campaigning, lobbying or democratic environment.	X	
Supporting and mentoring students, student staff, and volunteers in their roles.		X
Writing public facing documents of a high standard that persuade others of conclusions.		X
Knowledge of higher education, Students' Unions and the current issues facing students.	X	
Skills & Abilities		
Ability to deliver training and support for student volunteers.	X	
The ability to work independently on your own initiative, and co-operatively within a team environment.	X	
Excellent working knowledge of Microsoft Office – particularly Outlook, Word and Excel.	X	
The ability to plan, project manage and monitor performance to ensure service delivery.	X	
Strong communication skills, with the ability to communicate effectively with people at all levels; tactful, diplomatic and high standards of integrity.	X	
A commitment to your own personal and professional development.	X	
A digital practitioner with a passion for using technology to streamline services.		X
Values		
We're a values-led organisation, which means we're keen to attract applicants who share our priorities. We're keen to hear about times you've demonstrated the following:		
Approachable: we are student friendly and support students, wherever they are.	X	
Empowering: we aim to provide students with the means to shape and own their experience.	X	
Representative: we ensure students are at the core of our decision making.	X	
Inclusive: we will ensure that we are transparent, honest and fair in what we say and do.	X	
Passionate: we care about what we do and show it through our actions.	X	
Fun: we aim to ensure your time at Roehampton is fulfilling.	X	

Please note, candidates must have a right to work in the UK to be considered for this post.