

**UNIVERSITY OF LINCOLN STUDENTS' UNION
JOB DESCRIPTION**

JOB TITLE: Student Voice Team Member	DEPARTMENT: Membership Services
LOCATION: Students' Union	REPORTS TO: Student Voice Manager
SALARY: As of 1st April 2019 Aged 25+: £8.21 per hour plus holiday Aged 21-24: £7.70 per hour plus holiday Aged 18-20: £6.50 per hour plus holiday 0 hours Contract, Term Time Only, Fixed term	DATE: October 2019

Context	<p>The Students' Union is an independent body which exists to support students in both their academic and non-academic experiences whilst studying at the University of Lincoln. We achieve this by working closely with the University and local community.</p> <p>Our five Student leaders are elected by the student body, and supported by professional staff with expertise to deliver services and represent student needs, to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	To support the Student Voice Team in all aspects of delivering academic representation across the university, to ensure that all students are able to have their voice heard on academic issues and are supported to make positive changes to their teaching and learning experience.

KEY RESPONSIBILITIES

<i>Key Responsibility 1</i>
<p>Administrate the Academic Representation System (including Postgraduate Academic Representation)</p> <p>To support the Representation and Governance Coordinator in the administration of the Academic Representation system for University schools, including the following:</p> <ul style="list-style-type: none"> • Assist in the administration of the Academic Representation database for schools, including Postgraduates). • Support the promotion of the Postgraduate Representation system and Postgraduate Representative Achievements for Schools. • Support the planning and execution of Academic Representative Elections. • Support the Representation and Governance Coordinator to plan and deliver Rep training. • To make recommendations on continuous improvement of the system by reviewing the programme.
<i>Key Responsibility 2</i>

Assist in the promotion of the Student Voice

Assist the Student Voice Manager in the administration of Coursemate, the Students' Union successful online course feedback platform and SUGgestions, the Students' Union successful online ideas hub.

To monitor attendance at Subject Committee Meetings and ensure that reports and/or minutes are collated as well as working to identify issues raised within Subject Committee Meeting minutes, or any Rep Successes and ensure these issues and success are reported to the Student Voice Manager.

Support the Representation and Governance Coordinator to deliver successful Rep Forums.

Support the Student Voice Coordinator to deliver successful School Action Days.

Work with the Student Voice team to further develop and promote Student Engagement Opportunities, including the portfolio of Academic Opportunities.

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

<p>Scope and Dimensions of The Role</p>	<p>Work in a manner that reflects the values of the organisation as shown in the Union's constitution and strategic plan, and in line with Union policies and procedures. Promote a positive image of the University of Lincoln Students' Union at all times. Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary. Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to Data Protection Legislation. Engage in appropriate training programmes as identified by your line manager. Participate in the staff performance and development review scheme. Actively follow and promote Union policies. Some attendance at meetings outside normal office hours may be required. To undertake such other additional duties as may be required from time to time, within the overall scope of the appointment as directed by the Senior Management Team or Duty Manager.</p>
<p>Key Working Relationships</p>	<p>Student Voice Manager Representation and Governance Coordinator Student Voice Coordinator Executive Team (Sabbatical Officers, Chief Executive) Head of Student Voice & Insight College Officers, School Reps, Course Reps, PG Reps Union SMT Union Staff Team</p>
<p>External Contacts</p>	<p>Other Students' Unions University School points of contacts University College points of contacts Doctoral School</p>

Author	B. Allen	Date Published	October 2019
---------------	----------	-----------------------	--------------

UNIVERSITY OF LINCOLN STUDENTS' UNION
 PERSON SPECIFICATION

Job Title: Student Voice Team Member

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: GCSE or equivalent in English and Mathematics Working towards a degree or higher qualification	E E	A A
Experience: Experience of a representative system Experience of researching supporting evidence and statistics Experience of delivering training Experience of working in a democratic environment Experience of managing data	D D D D D	A/I A/I A/I A/I A/I
Skills and Knowledge: Exemplary written and verbal communication skills Strong IT skills, including an advanced level use of Excel, Word, PowerPoint and Outlook Professional presentation of documentation and correspondence Able to manage own workload, time and priorities	E E D E	A/I A/I A/I A/I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service Ability to adapt to changing situations Proven ability in organising Personable and Professional in relationships with others Understanding of, and commitment to, Equal Opportunities within the workplace. Confidentiality and Diplomacy	E E E E E E	A/I/R A/I A/I A/I A/I A/I
Business Requirements: University of Lincoln Student during 2019/20 academic year May be required to work occasional evenings and weekends	E E	A A/I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.