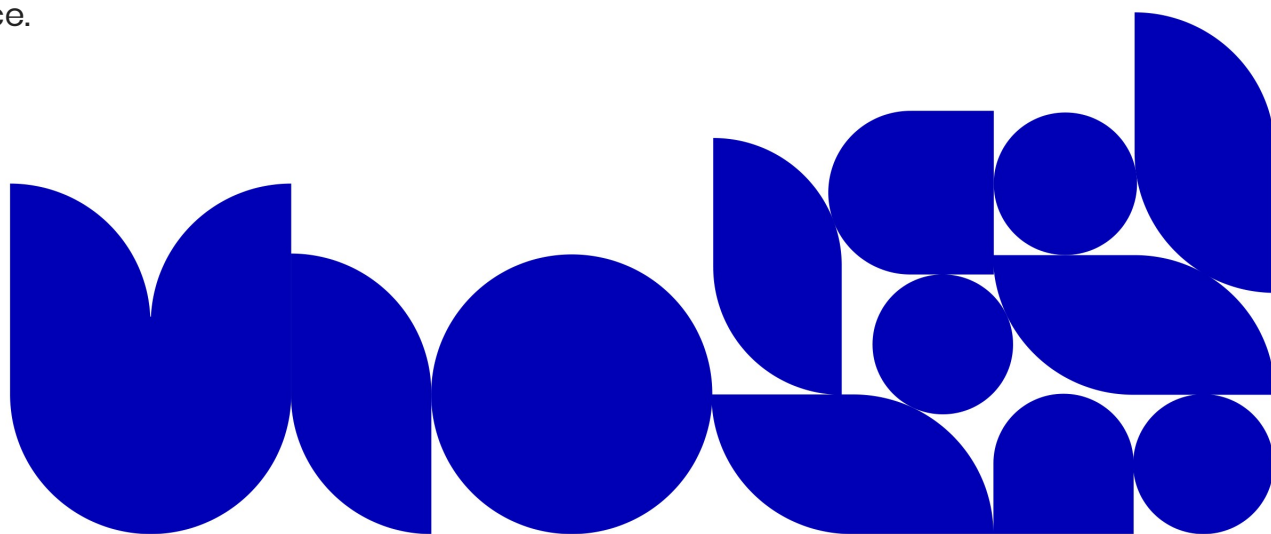


Job Title:	SU Adviser
Grade:	6
Salary:	c. £26,243
Duration of the contract:	Permanent
Working hours:	Part Time, 22 hours per week
Location:	University of Bath premises
Reporting to:	Advice & Community Manager
Responsible for:	N/A

Summary of the job

As an SU Adviser in the Advice & Support team within the Students' Union (The SU), you will be responsible for providing students with information, advice and support on a range of topics. You will be responding to and signposting a wide range of general enquiries through to mental health concerns. You will also undertake more detailed casework related to the Advice & Support team's specialist areas. These include academic issues, such as appeals, complaints and disciplinaries, and housing issues, such as finding accommodation, contract checking and landlord disputes. As part of the Advice & Support team you will also contribute towards other areas of the service, such as ensuring up-to-date knowledge of academic and welfare information, helping to support our student diversity and support groups and promoting the service.



The SU is an independent charity based at the University of Bath. We help students shape their experience so they get the most out of their time at university. At our heart, we believe that being student-led achieves the best student experience, for the benefit of students, the University and for society at large.

Students' unions come in all shapes and sizes. With job roles at all levels, and with more than 550 unions across the country, you can work with us to start building a career doing what you love. We offer flexible working to enable your life-work balance. So come and do something you love, somewhere a little bit different.

Our values



- Being student led in all we do
- Empowering students to achieve their full potential
- Inclusivity for all students
- Providing a supportive environment
- Promoting a sense of fun and enjoyment

We offer five key services:



- Voice – helping students stand up, speak up and make their voice heard.
- Experiences – making friends and memories that last a lifetime.
- Groups – broadening horizons with our community of students.
- Support – providing advice and support on student life.
- Development – developing the skills students need to unlock their future.

The SU employs more than 50 career staff and hundreds of student workers. Its work is overseen by an independent board made up of six elected student officers and three external trustees. The SU has a turnover of more than £4.2m, and is funded by a grant from the University, membership income and commercial revenue.

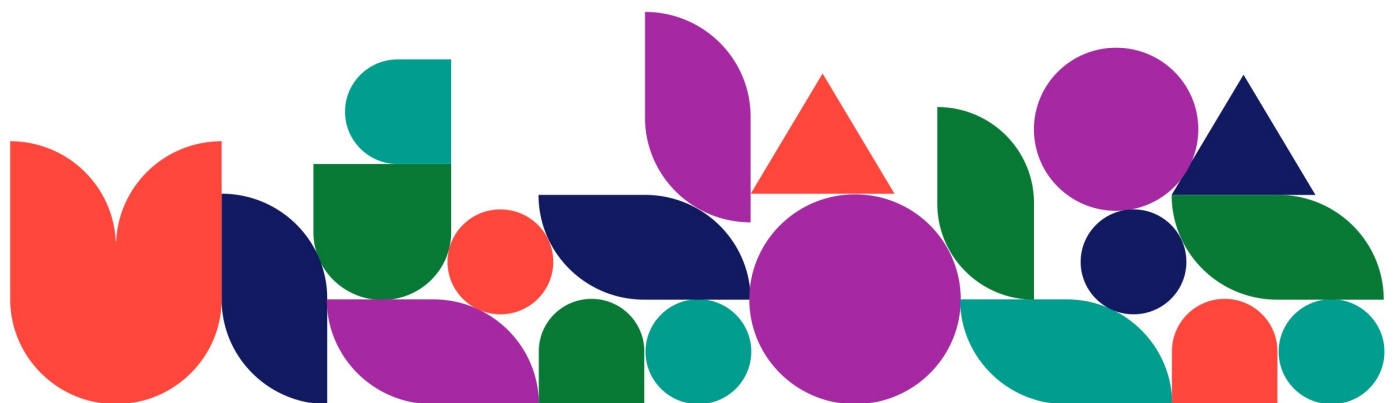
We offer competitive salaries, a vibrant and fun working environment and flexible working to enable your work-life balance.

We offer more than just a “job”. We offer career opportunities for committed and ambitious people to help shape our organisation and the lives of the students we represent.

Our staff enjoy a safe and pleasant working environment, with a variety of benefits encompassing pay, pension and work-life balance, along with excellent facilities on campus.

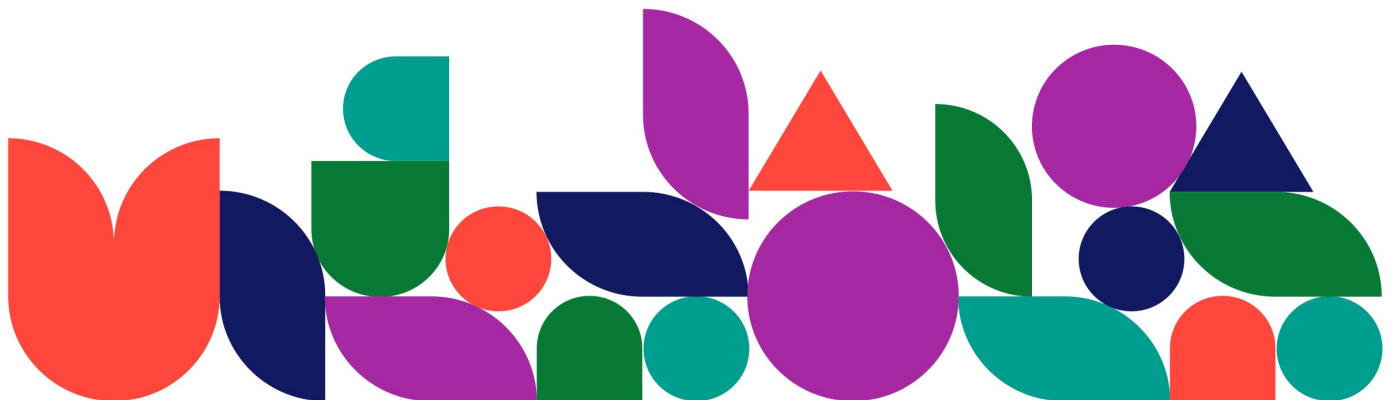
You can find out more at: www.bath.ac.uk/guides/staff-benefits/

Join us and be part of our story!



Main duties & responsibilities

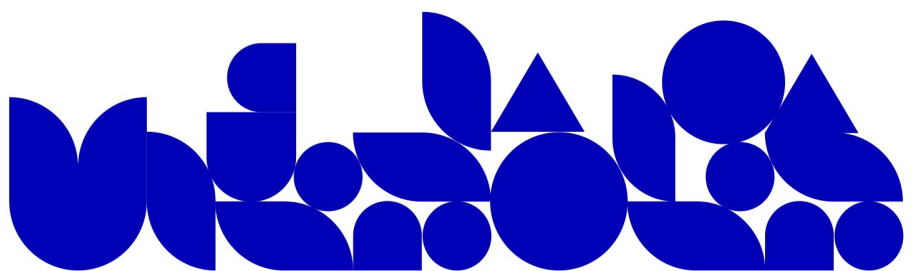
- Provide high quality information, advice and representation to all students at the University of Bath. This will include working with codes of practice & procedures, including keeping accurate records of students enquiries and casework.
- Liaise with appropriate University stakeholders with regards to student cases and hearings, and attend appropriate meetings as determined by the Advice & Community Manager.
- Prepare and facilitate briefings for elected students and officers for relevant University meetings and hearings. Ensure that our elected students are well prepared and confident to represent and support students.
- Act as a key staff contact for a number of student diversity and support groups, providing information and guidance around finances, event planning and risk assessments. Co-ordinate support for the Diversity & Support Executive, including preparing meetings, taking minutes and overseeing student group budgets.
- Promote the Advice & Support area to students and staff and ensure that a range of accurate information and resources are able to students.
- Design and deliver training to students. This will include student leader welfare, signposting sessions and Housing Forum talks.
- Carry out research and data analysis from the Advice & Support team and diversity and support groups.
- Comply with all health and safety guidelines and take personal responsibility for health and safety of yourself and those around you
- Undertake such other tasks as may be necessary in order to achieve the vision, mission and values of The SU.



We are looking for a motivated and organised individual who has a real empathy for the issues that students can face whilst at University. You will need to bring diplomacy and sensitivity to this role and enjoy working with a wide variety of people in a busy environment.

What you know:

- The cause & values of The SU
- Experience of providing information and advice
- Knowledge of Higher Education academic, housing and welfare issues
- Experience of working in a HE environment
- Experience of working within an Students' Union
- Experience of working with volunteers
- Experience of impact assessment
- Experience of undertaking research and analysing results
- Experience of planning and delivering training
- Experience of supporting meetings
- Knowledge of membership led organisations

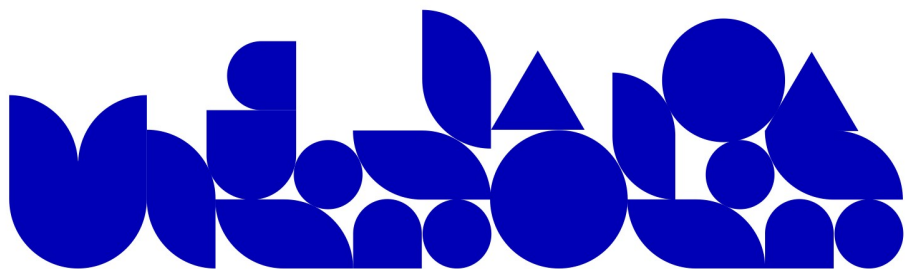


What you can do:

- Excellent communication skills
- Excellent personal organisation skills, particularly time management and prioritisation skills
- Keep accurate records, such as records of students contact with the Advice & Support team
- Produce information for a variety of audiences
- Work well in a team as well as under own initiative
- Strong clerical skills and ability to support meetings through taking minutes and associated arrangements
- Excellent attention to detail
- Good ICT skills

What we want you to do:

- Be self-motivated
- Be adaptable
- Be approachable



Find out more

For more information and an informal chat about the role please contact Mandy Wilson-Garner on a.j.wilson-garner@bath.ac.uk

How to apply

Applications are online. To apply for this role, please visit the job posting at:
www.thesubath.com/careers/

Job application timeline

Application deadline: Monday 2 September 2019

Interview date: Thursday 12 September 2019

Thank you

Thank you for taking an interest in joining the team at The SU.
We look forward to receiving your application.

