

Student Voice Co-ordinator

Welcome

We believe that students can and want to shape the communities they are part of for the better.

Through our student leaders and elected representatives, we create opportunities for students to come together and inspire them to make change and shape the world around them.

It's a seriously fun place to work, driven by our values with a diverse and international perspective, with a really supportive staff team and a focus on your development.

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.

Come join us!

Nicky Passmore

Chief Executive

What we do

The SU is more than an independent charity or a building; The SU *is* the body of students at the University of Bath. Together The SU:

- Promotes student interest and welfare,
- Provides support and advice,
- Represents the student community with the University and others,
- Provides social, cultural, sporting and recreational activities.

We work with students in five key ways:

- 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 also has teams working in key support areas including finance, facilities, marketing, commercial and governance. We employ 45 career staff and hundreds of student workers.

Our work is overseen by an independent board made up of six elected student officers and three external independent trustees. The SU has a turnover of more than £4.2m, and is funded by a grant from the University of Bath, membership income and the commercial revenue that we generate.

Summary of the job

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| Salary | Starting from £22,847 p.a. (Grade 5). |
| Contract | Full time |
| Working hours | 36.5 hours per week including occasional weekend or evening work |
| Location | University premises / WFH |
| Reporting to | Change & Inclusion Manager |
| Responsible for | Some supervision responsibilities for casual staff |
| Budget | Some budget oversight work |

Role overview

The Student Voice Co-ordinator provides a range of advice and support to empower and inform students, Representatives, Officers and staff to successfully deliver change through representational activities; this may take the form of providing briefings, writing reports, undertaking or analysing research, providing training or support for effective communications. This role coordinates and delivers a range of engagement activities to gather the views of students about their student experience.

The Student Voice Co-ordinator works closely with members of the Student Voice Team and colleagues across the SU in developing and delivering a range of strategies including identification of key issues and activities to build participation and develop communities.

As a co-ordinator within The SU, the role will also be responsible for building links with other departments, managing budgets, contributing to the development of annual plans, supporting the delivery of The SU strategy, and championing the values and cause of the organisation.

Main responsibilities

- Support and coordinate elections and take steps to encourage and build participation in elected activities.
- Coordinate and provide effective training for representatives and officers on skills, knowledge and topical issues.
- Provide briefings for Officers and Representatives attending meetings and other representative activities.
- Provide advice and support for student Officers and Representatives on key issues to help them be effective in their roles.
- Coordinate tailored engagement activities to gather students views using existing and new methods.

Main responsibilities (continued)

- Support the delivery of meetings and forums through coordination and reporting.
- Create reports, papers and briefing documents for, or with student officers and representatives.
- Support core events and central activities including conferences and awards evenings.
- Undertake and support research projects, analysis of data and sector monitoring for key issues.
- Provide support and coordination for communications activities including webpages, emails, social media and writing communication statements.

About you

To be successful in this role, these are the things that will matter most:

- Ability to be student-led and empathy with the cause, mission and values of The SU.
- Strong knowledge of Higher Education issues, particularly around the experiences of students.

Essential behavioural competencies:

- Works under own initiative to deliver objectives to agreed targets and a high standard.
- Manages time, workload and priorities according to strategic need.
- Ability to form and maintain effective partnerships and networks, including within the team.
- Open, flexible and transparent ways of working.
- Creativity and innovation within work, with a strong attention to detail.

Skills and experience:

- Strong report writing skills, with the ability to produce information for a variety of audiences.
- Experience of undertaking research and analysing results.
- Experience of providing briefings and training.
- Experience of working with volunteers.

Other benefits

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, generous pension and work-life balance, along with excellent facilities on campus.

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

Join us and be part of our story!

How to apply

Find out more

For more information and an informal chat about the role please contact:

Ben Palmer, Change & Inclusion Manager, bjp42@bath.ac.uk

How to apply

Applications are online. To apply for this role, please visit the job posting at:

thesubath.com/careers/

Deadline

The closing date for applications is 7th October 2021

Interviews

Interviews are provisionally planned for 20th October

Interviews will be conducted remotely via a video call.

Thank you.

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