



Coventry University Students' Union

Job Description

Job Title: Student Voice and Democracy Coordinator

Grade: Grade 5

Department: Student Voice

Responsible to: Education Engagement Assistant Manager

Purpose

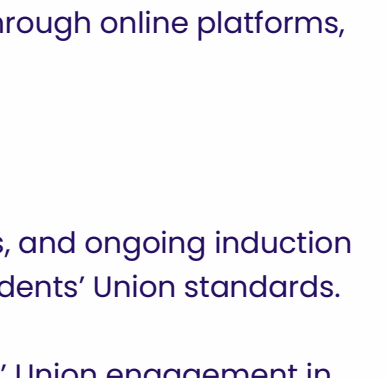
To assist in the delivery of Membership Services operations in a nominated Faculty.

To provide support to local Student Officers, Student Representatives and members with activities and training.

To coordinate the delivery of Coventry University Students' Union services, and engage students in related events, campaigns and projects.

Main Duties and Responsibilities

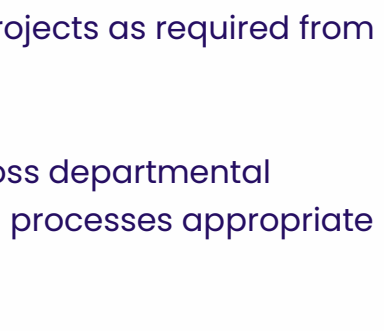
1. To enhance the student experience through supporting students and representatives.
2. To coordinate the delivery a range of co-curricular and extra-curricular services and engagement activities.

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3. To coordinate and maintain the delivery of content through online platforms, such as induction spaces and SU only spaces.
 4. To supervise student staff.
 5. To support the coordination of local student elections, and ongoing induction and support, for elected members in line with the Students' Union standards.
 6. To champion and support Students and the Students' Union engagement in quality assurance and enhance activity within the University, including Equity and Diversity.
 7. To maintain working relationships with University departments and faculties.
 8. To coordinate the delivery of student voice representation systems and structures including the maintenance of online student feedback tools
 9. To coordinate and facilitate the delivery of 'student led' activities.
 10. To develop and coordinate a range of non-commercial and commercial events and activities.
 11. To coordinate and maintain strong operational and collaborative links with key Coventry University Students' Union departments.
 12. To communicate with members face to face and through online methods.
 13. To contribute to reports on activities.
 14. To coordinate the sales of clothing, merchandise and tickets.
 15. To coordinate the safe delivery of all operations by ensuring activity operates within Health and Safety frameworks.



General Responsibilities

16. Any other duties reasonably required by the elected officers with agreement from the post holder's line manager.

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2. To undertake relevant research/development projects as required from time to time.
 3. To lead and participate in departmental and cross departmental projects as required following standardised PMU processes appropriate to grade.
 4. To support and contribute to the Union's communities, committees, societies activities and campaigns as required.
 5. To attend meetings, conferences and training events as may be reasonably required, including appropriate Union Committees meetings as directed by the post holder's line manager.
 6. To work flexibly – this may at times include weekend and evenings.
 7. To abide by the Union's constitution, procedures and policies at all times.
 8. To be committed to the Union's values by being Helpful, Inclusive and Ethical.
 9. To demonstrate a commitment to equality of opportunity and diversity, together with an understanding of how it operates within the responsibilities of the post.
 10. Undertake any other duties commensurate with the grade range of the post.

I have read, understood and agree to the above duties.

Signed:

Date:

Print Name:



Person Specification and Shortlisting Criteria

Education Engagement Coordinator

All applicants must have eligibility to work in the UK

Shortlisting criteria and required experience:

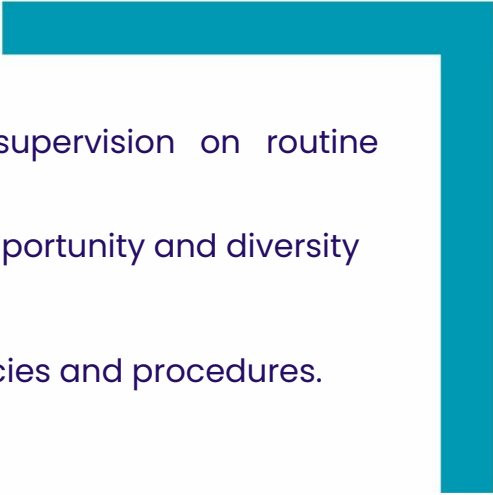
This is the list of criteria that shortlisting for interview will be based on, please ensure that you demonstrate your skill / experience in these areas in your application questions and / or CV.

1. Level 3 or equivalent qualifications which demonstrate proven numeracy, literacy and keyboard skills – Essential
2. Educated to 'A' level standard or equivalent – Essential
3. Experience of working or volunteering in a students' union – Essential
4. Experience of delivering training and/or workshops – Essential
5. Experience of planning and delivering events – Essential
6. Experience of delivering effective oral and written presentations – Essential
7. Ability to create and develop networks with senior stakeholders – Essential
8. Understanding of Higher Education Organisation / Students' Unions or Membership Organisations – Desirable

Essential personal characteristics:

This is a list of personal characteristics that will be needed to be successful in the role. It is provided for your information to help you decide on whether the job role suits you and the skills that we will be keen to see demonstrated at interview.

- Excellent communication skills – verbal and written
- Excellent interpersonal skills and organisational skills
- A high degree of commitment to excellent customer care
- Ability to work well in a team

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- Work on your own initiative without close supervision on routine processes
 - Good understanding and awareness of equal opportunity and diversity
 - Flexible approach to working hours

All staff are expected to comply with all CUSU's policies and procedures.

