

# Representation Coordinator

## Role Profile

SUSU is **here to enrich the life of every student.**

Your role in contributing towards achievement of this vision is described below.

### Main Purpose of Role:

- 1) To co-ordinate and assist in the effective operation of the Representation Team by encouraging and supporting the Sabbatical Officers, Student Officers and all Academic Representatives.
- 2) To maintain and develop the Academic Representation Structure. Within a specific faculty(s).
- 3) To support and develop academic and subject based societies within a specific faculty(s).
- 4) To strengthen the student voice, identifying issues and maintaining the transparency and integrity of the democratic structures of SUSU.

**Responsible to:** Head of Student Voice

**Responsible for:** N/A

**Grade:** 3

### Main Duties of the Role

**To co-ordinate and assist in the effective operation of the Representation Team by encouraging and supporting the Sabbatical Officers, Student Officers and Academic Representatives.**

- To support SUSU officers with the delivery of any Representation campaigns, activities, events and other projects, including project management and budgeting.
- To be a point of contact for students and student officers whilst developing effective communication methods and acting as an advisor and administrator.
- To be an active member of the Representation Team by contributing to the departmental plan and within this, promoting academic representation and enhancing student academic experience.
- To work closely with the Marketing Team to ensure the promotion of our elected officers' and reps' successes.

**To maintain and develop the Academic Representation Structure within a specific faculty(s).**

- To co-ordinate, develop and deliver core training to all academic reps, working with the VP Education & Democracy and the rest of the Representation Team.
- To maintain and develop coherent and comprehensive procedures, systems and policies relating to the Representation structure and the wider student academic experience.

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- To liaise with internal and external stakeholders to develop opportunities, activities and promotion of the academic representation structure as well as keeping in regular contact with academic representatives
- To build a sense of community among academic reps by organising events, where they can meet and share experiences and good practice.

### **To support and develop academic and subject based societies within a specific faculty(s).**

- To be a point of contact for academic and subject based societies within a specific faculty(s) whilst developing effective communication methods and acting as an advisor and administrator.
- To build a sense of community among academic and subject based societies and academic reps, by organising events and facilitating collaboration.
- To keep regular contact with our academic and subject based societies and provide them opportunities via different means to share and submit their feedback.
- To work closely with the Activities Team to ensure academic and subject based societies are supported in line with the current processes and initiatives.

### **To strengthen the student voice, identifying issues and maintaining the transparency and integrity of the democratic structures.**

- To support all SUSU elections, ensuring that the rules and by-laws are adhered to throughout the process and to organise and administer all democracy related meeting, such as Senate and Annual General Meeting.
- To ensure that all SUSU activities are in line with our rules and by-laws. To promote and advocate for student-led campaigns and to ensure that all students are able to influence and contribute to the work of SUSU as an organisation..
- To work with our students to ensure that their voice is amplified and that they feel confident in approaching SUSU with ideas and suggestions that would benefit the student community.
- To actively seek out current issues that may be affecting students, including researching best practice across the sector, and feeding this back to the relevant teams as well as providing recommendations.

### **Contribute to the overall effectiveness of SUSU by:**

- Developing and maintaining relationships with key internal and external stakeholders
- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met
- Supporting the implementation of the Union plan, promoting our aims and values through the goals of the departments Operational Plan
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental

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- Contributing to the positive image of The University of Southampton Students' Union with students, University and the local community working with the team to ensure a full service is provided at all times, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Completing such other duties as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of the post

### Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Understanding of University academic structures and processes as well as the wider Higher Education sector		x
Experience or demonstrable interest in the specialist area of work, Representation.		x
Experience in the organisation and delivery of effective training	x	
Experience in project development and management	x	
Excellent verbal and written communication skills including liaison with external bodies and stakeholders	x	
Ability to work within an environment directed by elected student officers with a positive commitment to enhancing the student experience	x	
A commitment to providing high quality Customer Service	x	
Excellent office administration skills	x	
Supervisory experience is not essential but would be beneficial		x
Recent experience of using word processing, database, spread sheet and email packages (we use the Microsoft Office package)	x	
Experience in delivering presentations preferred		x
Commitment to and knowledge of equal opportunities including inclusivity and access issues	x	
Commitment to and passion for the values and purpose of a Students' Union	x	
Commitment to and an understanding of Ethical & Environmental issues and Health & Safety	x	

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### Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



#### We are **Responsible**

We are accountable for our **decisions**

We stand up for others and challenge **unfairness**

We recognise the importance of the **climate crisis** and constantly try to become more environmentally sustainable in all our practices



#### We create **Community**

We create opportunities for all students to feel part of a **wider community**

We make sure our spaces and activities make all students feel **they belong** here

We work to help all students **feel safe**, able to express themselves and participate fully



#### We are **Supportive**

We will always be here for students, **ready to help** when necessary

We empower students to **develop skills**, find solutions and make change

We make sure the **student voice is heard** in all areas that affect the student experience