

The Union's vision is that: **Every student loves their time at Southampton.**
Your role in contributing towards achievement of this vision is described below.

Main Purpose of Role:

- 1) To lead in the production of one of three Representational Guides:
 - Disabled students' guide to Southampton
 - Care-experienced and Estranged students' guide to Southampton
 - Student Parents' guide to Southampton
- 2) To carry out research with different under-represented student groups to inform the creation of these Representational Guides
- 3) To liaise with relevant university stakeholders and student groups to co-create, gain feedback and discuss impactful ways to disseminate the guides.

Responsible to: Head of Representation

Responsible for: N/A

Grade: Student Staff Rate 2

Main Duties of the Role

To lead in the production of Representational Guides

- Providing administrative support to the production of Representational Guides
- To develop the content of the Representational Guides and provide suggestions to the layout, ensuring the design is user-friendly and accessible to all students.

To carry out research with different under-represented student groups

- Supporting the data collection process. This may include conducting focus groups or informal individual feedback opportunities with students from the three under-represented target groups.
- Carry out research in accordance with timeframes set
- Engage with a variety of students across different levels (i.e., undergraduate, postgraduate taught, and postgraduate research) and faculties.

To liaise with relevant university stakeholders and student groups to co-create, gain feedback and disseminate the guides.

- Build positive working relationships with university stakeholders and student groups
- To ensure that stakeholders are consulted throughout the development of the project
- To act as encouraging representative of SUSU, the Doctoral College and the Widening Participation and Social Mobility team.
- Incorporate student voice into the content and design of the Representational Guides

Contribute to the overall effectiveness of the Union 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
- 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
Interest/ passion for representing under-represented community groups	X	
Experience of working with Microsoft Office 365	X	
Excellent communication skills	X	
Ability to work autonomously		X
Experience in data management, analysis and presentation		X
Effective communication with various stakeholders	X	
Excellent attention to detail	X	
Experience in design and content creation skills		X

Our Values

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



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.