

**UNIVERSITY OF SALFORD STUDENTS’ UNION**

APPLICATION PACK:

Academic Advice & Social Policy Coordinator

September 2019

**Notes for Applicants**

**SECTION 1: THE STUDENTS UNION**

We hope that by reading this information it will tell you a bit more about how the Students’ Union works and how it is governed and managed.

**1.1 The Students’ Union**

The University of Salford Students’ Union is the independent representative body of students at the University of Salford. The Students’ Union is a registered charity.

**Our Vision (what we will be and do)**

*“We will confront and overcome the barriers to learning to ensure all Salford students are unstoppable”*

Our Mission (what we are here to do)

*“We empower students to make change and succeed”*

Our Values (who we are and what guides us)

• **Student-powered**: We are undeniably focussed on the needs of our members

• **Change-makers**: We are creative, progressive and kind

• **Straight-forward**: We are open, candid and proactive

• **Effective**: We are professional and collaborative

• **Inclusive**: Equity is at the heart of everything we do.

Our Promises to students (Strategic themes to be developed)

USSU promises that we will:

1. Offer something for every student

2. Make the changes students want to see within three years

3. Nurture students’ personal and professional development

4. Help students to be happy and healthy at Uni

5. Be an outstanding organisation focussed on students

Enablers (what will make all this happen)

• Prioritisation Framework

• Impact Framework

• People Strategy

• Finance Strategy

• Marketing and Communications Strategy

**1.2 Governance**

The Union is democratically controlled by its members through the annual election of a team of student representatives who form the Union’s Trustee Board. The membership of the Trustee Board is as follows:

* Five Sabbatical Trustees (1 x President, 4 x Vice Presidents)
* Four Student Trustees
* Four Non Student Trustees (appointed by the sabbatical and student trustees)

The Trustees determine policy for all areas of Union activity. The Sabbatical Trustees are full time officers of the organisation and work for the Union for a year either during or at the end of their degree course in order to represent students on a full time basis

The Sabbatical Trustees work alongside the permanent Union staff to implement and carry out the strategy and policies set by the Trustee Board. The permanent staff team is managed by the Chief Executive, who is directly accountable to the Trustee Board for the Union’s performance.

**1.3 Finance & resources**

The Union receives an annual grant from the University to fund its activities, and has an annual turnover from its commercial operations in excess of £2m. The grant and the surpluses generated from the commercial operations enables the Union to spend over £900,000 on the direct provision of student representation, recreation and development activities. 35 people make up the permanent staff team and approximately 70 student casual staff members are employed on a seasonal basis. The Union has approximately 19,000 student members and provides services to a further 2,500 people who work in the University.

The Union’s offices are located on the main University campus, with some of its commercial services located elsewhere around the University. Staff may be required to work at any of these locations either temporarily or permanently, however, the Union does take personal circumstances into account as far as possible when deciding who works where.

**1.4 Student services**

The Union is involved in a very wide range of activities. Its core purpose is to represent students and provide activities for them to enhance the student experience. The Union organises campaigns on issues of concern to the generality of students, administers the work of over 110 different student activity groups, trains and develops over 700 student representatives and operates a Student Advice Centre.

The Union’s commercial activities and interests include three shops and a food led licensed venue. The Union also has commercial partnership agreements enabling it to house a print shop and a hairdresser within its building.

**UNIVERSITY OF SALFORD STUDENTS’ UNION**

**Job description: Academic Advice & Social Policy Coordinator**

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| 1. **Job Title:**
 | Academic Advice & Social Policy Coordinator |
| 1. **Responsible To:**
 | Head of Student Voice |
| 1. **Purpose of Post:**
 | To work across the Student Voice department in order to research, write and deliver briefings to stakeholders on matters of academic policy, identifying and explaining internal and external trends, as well as providing support with academic advice & guidance, helping students to navigate the University’s academic regulations |
| 1. **Hours of Work:**
 | Part Time 0.6 - 21 hours per week |
| 1. **Salary:**
 | Grade 5: £24,029 (pro rata) |

1. **Main duties and responsibilities:**

Advice

* Understand the basic academic rules and regulations of the University and support individual students in navigating University policies and procedures where appropriate
* At peak times provide general advice, information, and support on a one to one and group basis, covering academic related issues.
* Ensure that all advice activity its undertaken professionally and confidentially, complying with General Data Protection Regulation requirements.
* Promote and explain academic regulations to students and refer to University support structures where appropriate
* Refer complex or sensitive student academic cases to the Advisers/ Head of Student for their support or consideration.
* Maintain an effective and up-to-date record of academic casework and report trends and outcomes both regularly and annually.

Policy & Research

* Ensure that officers, staff and student representatives are aware of emergent trends in higher education and are adequately briefed to be able to advocate for improvements on behalf of students to the University and wider stakeholders.
* Develop a process for delivering & recording social policy activity across the organisation
* Identify issues and ideas which would be beneficial for student officers and SU officials to take to University committees for discussion and implementation.
* Assist with the creation of any Students’ Union response to government or HE sector consultations.
* Attend relevant University committees to support the student officers and articulate the position of the Students’ Union on a range of issues.
* Assist in the analysis of survey data to inform Students’ Union campaigns and representation activity.
* Assist the Student Voice Co-ordinator & Student Development Co-ordinator in briefing student volunteers and support student representation activity
1. **Other duties:**
* To attend appropriate meetings as and when required by the Union.
* To abide by the Union’s Memorandum of Association, policies and procedures at all times.
* To uphold and work to the Unions’ Vision and Values.
* To act as an advocate of the Union, promoting the positive image of the Union with students, the University and the local community.
* To work in effective collaboration with Sabbatical Officers and all departments of the Union
* To carry out all other duties that may be assigned by the Union and are reasonably consistent with responsibilities of the position.
* To carry out the above duties at other sites as necessary.

**Equality and diversity statement**

We care about the diversity of our members and staff and believe that what makes us different is what makes us better. We are committed to providing a workplace that embraces diversity, is enthusiastic about equality and promotes opportunity for all.

**Our organisation (University of Salford Students’ Union - USSU) welcomes applications from black and minority ethnic candidates as they are under-represented within the USSU workforce.**

We will provide equality of opportunity and will not tolerate discrimination on grounds of gender, gender identity, marital status, sexual orientation, race, colour, nationality, religion, age, disability, HIV positivity, working pattern, sub culture, caring responsibilities, political beliefs – or any other grounds.

We will demonstrate our commitment by:

* promoting equality of opportunity and diversity within the environment we operate in
* treating our customers, colleagues and partners fairly and with respect
* building a workforce which reflects our students, aiming for even representation
* encouraging recruitment from groups currently under-represented
* promoting an environment free from discrimination, bullying and harassment, and tackling behaviour which breaches this through our senate sanctioned Zero Tolerance policy
* recognising and valuing the differences and individual contribution that people make
* ensuring people have a healthy and nice environment to work, develop and grow in through our ‘great place to work’ measures
* operating above and beyond our charitable and legislative requirements and best practice
* expecting and receiving excellence from all staff on these commitments – ensuring all staff are personally responsible for promoting these principles

**Person Specification**

Applicants should demonstrate evidence of the following criteria in their applications. We will use a range of selection methods to measure candidates’ abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

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| Criteria  | **Essential**  | **Desirable**  | **Tested By**  |
| **Qualifications & Experience** |  |  |  |
| At minimum of 2 years’ experience working within a representation, advocacy and/or social policy role | x |  | A |
| Experience of managing a caseload |  | x | A/I |
| Experience of successfully delivering project activity to meet set aims and objectives. | x |  | A/I |
| A good understanding of the roles of Officers and Students' Unions in HE institutions |  | x | A/I |
| **Skills, Knowledge & Ability**  |  |  |  |
| Strong communication and public speaking skills, particularly the ability to present complex information effectively with different types of people. | x |  | A/P/I |
| Ability to establish effective working relationships with colleagues across a large organisation. | x |  | A/I |
| Interest in Higher Education policy | x |  | A/I |
| Knowledge of HE institution frameworks and structures. |  | x | A/I |
| Ability to work independently to plan and execute agreed project activity. | x |  | A/I |
| Analytical and questioning approach. | x |  | A/P/I |
| Ability to conduct research activity and explain and summarise data. | x |  | A/I |
| **Values & Personal Qualities** |  |  |  |
| Desire to work within a democratic student led environment | x |  | I |
| Understanding and commitment to equal opportunities | x |  | A/I |
| Highly motivated to deliver success | x |  | A/I |
| Commitment to finding innovative ways to interface with groups of people on a variety of issues. | x |  | A/I |

**Tested by:** A (Application form), P (Presentation), I (Interview).