

WE'RE HIRING

Candidate
information pack

BECOME
UNSTOPPABLE



Welcome

We're so excited that you're interested in coming to work at USSU!

The University of Salford Students' Union is the independent representative body of students at the University of Salford. We are a democratically run charity led by elected student representatives – working to make sure that the University experience is the amazing, life-changing experience it should be for Salford students.

It's a really exciting time to join the Students' Union. We are part-way through our 3-year strategic plan that aims to ensure all Salford students are unstoppable. Over the next few years, we are focusing on offering something for every student, nurturing personal and professional development and student health and wellbeing - both on-campus and virtually, as we emerge from the pandemic.

We are looking for talented change-makers that share our values and that can bring their passion and great ideas to the work we do for Salford students. In return, you'll get to work in one of the most exciting cities in the UK, as part of a vibrant and innovative campus, with a talented, supportive and inclusive team. You'll have access to a wide range of benefits, an excellent work-life balance, and brilliant opportunities to develop your career in the charity sector.

We're really proud of our organisational culture, and in our most recent Staff Engagement Survey, more than 95% of staff said that we care about our employees and have managed the impacts of Covid-19 effectively. Our team also overwhelmingly agree that there is a good team spirit, they trust and respect their line manager, and that our organisation values diversity.

If you're excited to empower others and contribute to making our 25,000 members unstoppable, whilst building your career in a friendly and fun organisation, we'd really love to hear from you.



Ed Moloney
Chief Executive Officer



Festus Robert
President



About Us

The University of Salford Students' Union is an independent membership organisation and representative body of students at the University of Salford. We represent over 25,000 student members, and work to make sure that the University experience is the amazing, life-changing experience it should be for Salford students. We do this by offering a hugely diverse range of social opportunities including over 100 different societies and sports teams, providing free academic advice and support and representing students to ensure that they have a powerful voice on the issues they care about.

Our 2019-2022 strategy sets out our vision and promises to students.

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”

We are working towards this Vision by delivering on our Promises to Students, which are to:

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



Our Values

Our values are the things that are important to us. They describe who we are and shape the behaviours that guide us and our work. These are:

Student-powered

We are undeniably focused 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.



It's been amazing to see USSU grow and develop over the past few years, we're doing some really great work and I'm excited to see what the future holds for the organisation. It's an engaging place to work, where no two days are alike and there are fantastic opportunities for staff to develop themselves both personally and professionally. The USSU staff team is passionate and hardworking, everyone is so supportive and looks out for each other – we look forward to welcoming you to USSU!

Sophie, HR Coordinator



HELLO
GOOD
TIMES!

What We Do

Student Communities

Our Students' Union provides over 100 different societies and sports teams for students to join. This means that there is something for everyone to get involved in. Our staff team support Salford Students in running Shock Radio, our award-winning student radio station, as well as running campus leagues, 'Give It A Go' sessions and fun social events; including club nights, cultural events, pub quizzes and more. We also help students to find volunteering opportunities, empowering students to make a real difference in the local community and get the most from their volunteering experience.

Student Voice

We work to ensure that students' academic interests are represented both within the University and on a national level. We therefore create lots of opportunities for our members to improve their course and their lives outside of their study.

Our members elect people to lead our Students' Union and represent their voice. Our SU is powered by a network of hundreds of student representatives, who represent students' academic interests to help change and improve life at Salford and beyond.

Advice and Support

Our Advice service enables us to provide support to students throughout their time at University, and to give impartial and non-judgemental advice when they need it most, whilst helping to ensure their academic interests are represented.

We also run a peer listening service, 'Rafiki', led by students, for students. Our volunteers offer support and signpost students to a variety of services.

Atmosphere

The Students' Union is also home to Atmosphere, which provides a relaxed, safe social space and a place to unwind with low costs drinks and meals. We reinvest the profits back into the work we do for students.



[Find out more about the difference we make for students in our 2021 Impact Report.](#)



How We Are Run

Board of Trustees and Student Leaders

We're a democratically run organisation, with student officers elected annually who direct our work. Our Board of Trustees holds the ultimate responsibility for everything we do.

Our Board of Trustees is made up of our sabbatical officers, student trustees and external trustees. They meet regularly throughout the year, with sub-committees meeting at regular intervals before each Trustee Board. The Trustee Board has ultimate responsibility for ensuring the union is well run, that we have a clear purpose and a strategy which we are fulfilling effectively in line with the rules in our governing document. It is also responsible for the legal and financial health of the union, and sets our long term direction.

Every year, students are given the chance to vote for, and stand to be one of the five Sabbatical Officers who lead our organisation. They are paid a salary and 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.

Our decisions are made democratically by the Union Council. Union Council works closely with the Board to ensure its decisions are in the interests of the members and to scrutinise the decisions made by the Board.

Funding

We are an independent charity which ensures we can remain entirely focused on our members. 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 £1m. 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.



[Find out more about our Sabbatical Officer team here.](#)



Working With Us

About Salford

Salford is a vibrant city with a fascinating history and exciting future. Ideally located at the heart of the North-West, next to Manchester, Salford is a city of contrast with stunning modern landscapes, iconic waterways and picturesque green spaces.

Salford is easily accessible from Manchester, which has excellent transport links to cities all over the country. Getting around is easy too, with a brilliant bus, train and Metrolink network. If coming to work with us would mean relocating, you can find out more about the city at visitsalford.info and visitmanchester.com. We're happy to help if you need advice and support in relocating.

Our building is a short walk from Salford Crescent station, and our address is: University House, The Crescent, Salford, M5 4WT.

Flexible and Hybrid Working

Our union is a truly great place to achieve work-life balance. We are committed to doing what we can to ensure that our colleagues are able to thrive, both at work and at home, and ensure that we create inclusive spaces for our people to collaborate and socialise - whether that's in person, online or both. We therefore welcome requests and suggestions for flexible working, including part-time working, home or hybrid-working, condensed hours and more.

Whilst we can't guarantee to accommodate every request, we do promise to carefully consider them all, and work with you to help you work when and where you can be at your best.

97%

of colleagues agree that USSU cares about its employees.



Our Commitment to Inclusion

Diversity and Inclusion at USSU

Equality, Diversity and Inclusion are central to our work at USSU. We celebrate our diverse and unique communities whilst ensuring that equity and inclusion are at the heart of everything we do and every decision we make. Our colleagues are proud of our values and care about creating and supporting diverse communities that are inclusive of age, background, disability, gender, identity, race, religion, sexual orientation and experience.

Guaranteed Interviews for BAME Candidates

We recognise that candidates from Black, Asian and Minoritised-Ethnic (BAME) backgrounds may face additional barriers throughout their careers and when applying for new roles across the charity sector and beyond. We are committed to taking positive action to expand the diversity of our staff team by guaranteeing an interview for candidates from BAME backgrounds.

If you meet the minimum criteria for a role (at least 80% of the 'essential' criteria in the person specification) and are from a BAME background, you'll be guaranteed an interview.

It is important to note that this scheme guarantees an interview for BAME candidates who meet the minimum criteria and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

95%

of colleagues agree that USSU values diversity and inclusion.



Benefits & Perks

We offer a range of financial benefits and a variety of opportunities to develop your skills and career. This is in addition to flexible working opportunities, great development and wellbeing initiatives, unlimited holidays and great social opportunities.

Unlimited Annual Leave

That's right - salaried staff at USSU get unlimited time off! As long as you're making an impact in your work and making progress towards your objectives, there is no upper limit to the number of days annual leave our colleagues can take. Instead, we have 'time off targets', to make sure we're taking enough time off to achieve work-life balance.

Wellbeing

Our wellbeing strategy includes lots of regular activities and initiatives to help our colleagues stay mentally and physically healthy so that they can thrive both in their roles and at home. We run regular social activities, including free monthly team lunches, that all colleagues are welcome to take part in, both in-person and virtually.

All of our colleagues also have access to the UK's leading Employee Assistance Programme, including free counselling, health, finance and legal advice.

Discounts

Staff at USSU also benefit from a range of other discounts, including discounted staff membership at the University's sports centre.

Platinum

NUS Green Impact

Member of

advice UK

The voice of independent advice

US
SU UNIVERSITY OF SALFORD
STUDENTS' UNION
Love your life at Salford