

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

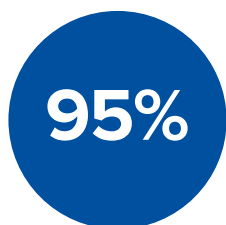
Equality, Diversity and Inclusion are central to our work at USSU. We celebrate our diverse and unique communities whilst ensuring that equity and inclusion are at the heart of everything we do and every decision we make. Our colleagues are proud of our values and care about creating and supporting diverse 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.



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, generous holiday allowance and great social opportunities.

Annual Leave

Salaried staff at USSU get 23 days' annual leave, plus at least 3 university closure days and bank holidays. That's at least 34 days!

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 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.



At USSU, we've built a strong culture of collaborative work, working consistently with internal and external teams. We're excited for you to continue your journey with us!

Bil, Head of Marketing & Communications

About the Role

Student Opportunities Coordinator - Role Profile

Job Title	Student Opportunities Coordinator (Societies)
Working Hours	35 hours per week (to be worked flexibly)
Salary range	£21,686 to £24,174 (Grade 4)
Reports to	Head of Opportunities & Wellbeing
Direct reports	None

Purpose of the Role

To coordinate and develop student-led groups which make a positive contribution to students' lives.

To develop society groups and programmes which enable students to organise and participate in the widest possible variety of extra-curricular activities.

Main Duties and Responsibilities

Development

- To identify and develop a programme of training and development materials to support involvement in society groups and empower students to take responsibility for their activities.
- To identify and build links for society groups with other student groups, University staff/departments, external agencies or the local community and support these appropriately.

Delivery

- To support and encourage student members who want to develop new activities, particularly in areas and interests prioritised by the Union's Strategic plan.
- To facilitate and support student volunteers and committees involved in leading and organising activities and events.
- To support, deliver and promote large-scale events hosted by Student Opportunities and Wellbeing including (but not limited to) Welcome Fairs, Annual Ball, and a variety of cultural events.
- To support society groups in managing their finances including budgeting, funding applications, income generation, sponsorship, expenditure and financial planning, or identifying other sources of income that can be used to support student projects.
- To support the Head of Opportunities and Wellbeing in the general administration of Student Opportunities and Wellbeing including (but not limited to): monitoring the content and the maintenance of online or other electronic information for Student Opportunities and Wellbeing and student groups; the annual grant funding process/Societies and Sport Exec and liaison with appropriate University service departments

About the Role

Student Opportunities Coordinator - Role Profile

Main Duties and Responsibilities (continued)

Stakeholders

- Develop and maintain relationships with colleagues throughout the Union, University, funding providers and within the wider community.
- Build effective relationships with colleagues at other students' unions to share best practices.
- Actively promote and champion student opportunities, societies and the work of the Union throughout the University and to external organisations.
- Provide support to student-led groups and student leaders.

Compliance and Risk

- Adhere to all policies and procedures, and ensure that legislation and best practice are adhered to in all student activities and that all student activities are fully compliant with the Union's and relevant University policy and legislation, including Health and Safety policy, Health and Safety legislation, Data Protection and the Education Act.
- Be responsible for maintaining a Duty of Care across all student groups, ensuring that Risk Assessments are carried out for all relevant activities in line with Union policies and national legislation.
- Remain up to date with development in Health and Safety legislation and best practice.

Other

- Contribute to helping our elected Officers to achieve their manifesto commitments.
- Be an enthusiastic advocate for student leadership and USSU's values.
- To actively engage in student-facing projects and activities of all kinds as required.

About You

Student Opportunities Coordinator - Person Specification

Key

E = Essential Criteria

A = Assessed in the application form

D = Desirable Criteria

I = Assessed at interview

Priority

Assessed

Knowledge & Experience

Experience of coordinating and delivering projects.

E

A

Experience of working with volunteers or in a volunteer role.

E

A/I

Knowledge of and/or an appreciation of the issues currently impacting students in Higher Education.

D

I

Some knowledge of best practice in health and safety in relation to student groups and societies.

D

I

Skills & Abilities

Demonstrable ability to provide an excellent service to members, and to actively promote the Union's services and opportunities to increase engagement.

E

A/I

Ability to deliver high quality support for volunteers, including designing resources and facilitating engaging and informative training.

E

I

Ability to use Microsoft Office effectively as well as other technology such as digital collaboration/project management tools.

E

I

Able to establish strong working relationships with a wide range of stakeholders both internally and externally, including students, senior management, funders and community organisations.

E

I

A demonstrable understanding of Equality, Diversity and Inclusion and the challenges that may be faced by students from minoritised backgrounds.

E

A/I

Able to demonstrate flexibility and initiative, and to prioritise tasks and workload to achieve agreed outcomes.

E

I

Values & Behaviours

A demonstrable commitment to USSU's values.

E

A/I

A commitment to and understanding of equality, diversity and inclusion.

E

A/I

Comfortable working in a democratic, student-led environment with the ability to empower and build effective relationships with elected officers.

E

I

If you think you have what it takes to be our next Student Opportunities Coordinator, but aren't sure you meet every point on the person specification, please still get in touch. We'd love to have a chat and see if you could help us to achieve great things for our union and its members.

How to Apply

The closing date for applications is Wednesday, 19th January at 9am

Application Timeline

- Closing Date: Wednesday, 19th January at 9am
- Shortlisting: By Wednesday 26th January
- Interviews: Week commencing 31st January

Please submit your application by completing our online application form on our [careers page](#).

You will need to provide an up-to-date copy of your CV, and answer the following questions related to the person specification for the role:

- Tell us why you want to work for the University of Salford Students' Union - how do your values align with ours?
- Please tell us about your experience of coordinating and/or delivering projects.
- Tell us about your ability to actively promote services and opportunities.
- Can you tell us about your understanding of Equality, Diversity and Inclusion, and share an example of when you have championed them?

We recommend that you prepare your answers in advance in a separate document where possible, to avoid losing your responses before you submit them in the online form.

Here are USSU, we are more interested in your potential than your background and experience. If you don't have lots of professional experience, please feel free to use examples from outside of work to demonstrate what you could bring to the role and our team.

Please note:

- We will contact you to let you know the outcome of your application. This can sometimes take a few weeks.
- You must be able to provide proof of your right to work in the UK before starting work with us. We are not currently able to sponsor employees requiring a visa.
- Applications received after the above closing date will not be considered.

Talk to us first:

For an informal chat and to find out more about the role, please contact the hiring manager, Andrew Hargreaves (A.Hargreaves@salford.ac.uk)

Impostor syndrome

Impostor Syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect women and people from minority backgrounds. If you recognise feelings of imposter syndrome during your job search, [you'll find some useful tips to help overcome it here](#).

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