

**UNIVERSITY OF SALFORD STUDENTS’ UNION**

APPLICATION PACK:

Union Council Facilitator

October 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.

**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

**Section Two: Role Description**

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| **Employer:** | University of Salford Students’ Union |
| **Job title:** | Union Council Facilitator |
| **Purpose:** | To facilitate meetings of Union Council as required and at least three times a yearTo be impartial and independent and facilitate quality democratic debate |
| **Reporting to** | Strategic Projects and Governance Manager  |
| **Main duties:*** Chairing Union Council meetings with impartiality and objectivity in line with the bye-law
* Ensuring all Council members can speak, debate and discuss matters
* Maintaining independence of opinion during Council meetings and at any other relevant time; where Union Council matters are being discussed
* Seeking to reach decisions through consensus or through a vote, in line with the bye-law
* Attend training relevant to the role
* Work closely with Union staff in the administration of Union Council meetings, including collating policy submissions, reports and other documents prior to the meetings and circulating minutes and meeting reminders.
* Collecting feedback from Council members and other students in order to ensure ongoing evaluation and improvement can be made
* Make recommendations to the Trustee Board when appropriate
* Upholding the values of the Students’ Union in all activity and interactions
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| **Rate of Pay:** | £50 per meeting |
| **How to Apply:** | Online application only. CV’s not accepted. |
| **Start Date:**  | November 2019 |
| **Job location:** | University House, Peel Park Campus. |
| **Further details:** | Please contact Luke Newton, L.Newton@salford.ac.uk – 0161 351 5431. |

**Section Three: Person Specification**

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| **1. Education & Training** | **E** | **D** |
| Registered University of Salford student . | X |  |
| **2. Experience & Knowledge** |  |  |
| Knowledge of Salford’s democratic processes |  | X |
| Ability to be independent and impartial | X |  |
| **3. Skills/Abilities** |  |  |
| Adhere to the Unions values of “Straight Forward”, “Effective” and “Inclusive” | X |  |
| Excellent listening and negotiation skills | X |  |
| Excellent public speaking skills | X |  |
| High levels of personal organisation, including timekeeping and planning | X |  |
| **4. General** |  |  |
| Passion for student democracy and student decision making | X |  |

To apply please send a statement outlining how you meet the person specifications and how you would be good for the role to L.Newton@salford.ac.uk

Closing date: 11th November 2019

We look forward to hearing from you soon. Thank you for your interest in the University of Salford Students’ Union.