

Job Description

Representation & Events Coordinator

Vision

Students creating success together.

Mission

A Union with a personal connection to all students. We recognise individual aspirations for success and support students to collaborate and realise their ambitions.

Values

We are:

Collaborative

We are better when we work together.

Inclusive

We will champion the diversity of our students and of the communities we are a part of.

Sustainable

We will champion wellbeing, equality and justice; make ethical decisions and help to grow a cleaner, fairer planet.

Challenging

We push ourselves, the University and students to think and do things differently.

Creative

We think outside the box, make mistakes and use our imagination.

Reporting to: ARU London Assistant Manager
Section: ARU London

Any Other Relevant Information

Salary Grade: 2

Hours of Work: 30 hours per week/ Flexibility required
Monday – Friday, occasional Saturdays

Place of Work: Cross Campus: Based in East India but occasional work may be required from the other London campus, Farringdon. This is a hybrid working role, where you will have the flexibility to work a minimum of three days in the office each week, and two days from home.

There will also be occasional travel to Cambridge, Chelmsford, Peterborough and Writtle for training purposes. You will be working closely with the ARU London Assistant Manager, the Community & Opportunities Coordinator, and the wider Students' Union Teams to share best practices and support students.

The Students' Union is fully committed to its policies and procedures on Equity, Diversity & Inclusion.

Purpose of job

- To be the first point of contact and face of ARU Students' Union on the ARU London Campuses.
- To oversee the recognition process and celebration of student participation in extra-curricular activities, while encouraging students to engage with personal development prospects.
- To actively engage students in the democratic and representative functions of the Students' Union and coordinate the election, training, and ongoing support of student representatives including the Vice President (ARU London).

Job Role:

Responsibilities

- Administer and support the organisation of the elections processes for all representative positions as required on the ARU London campuses, including their training
- Prepare and support ARU London Representatives to be effective in their membership of committees and meetings, including preparation of relevant training or publicity materials
- Prepare briefing notes and provide written feedback following Students' Union and University meetings in a clear and concise way
- Provide comprehensive support to the Vice President (ARU London) to plan and implement individual and organisation-wide campaigning priorities, through the development of project plans
- Undertake post event and project analysis to really understand what drives successful engagement.
- Oversee the Rep of the Month processes of nominations and winners' selection as well as monitoring and supporting the recruitment and engagement of the Volunteering & Skills Recognition Scheme
- Project manage and deliver our annual SU awards, encouraging engagement from students to recognise the efforts of both students and university staff.

Administration

- Be the Union's first point of contact for ARU London students in a friendly, effective, and efficient manner and ensure all interactions provide the highest levels of customer service possible
- Ensure paperwork is fully completed and up to date and stored appropriately
- Maintain up-to-date accurate statistics within the department
- Maintain comprehensive membership data in line with Data Protection
- Oversee the management of student staff/volunteers as and when needed

Health & Safety

- Ensure acceptable risk assessments exist for all Students' Union activity on the ARU London Campuses and maintain up-to-date records
- Ensure rigorous compliance with health and safety policies
- Undertake checks to certify that appropriate procedures are in place. Where there is evidence of inadequate documentation or procedure, report this to the line manager to ensure appropriate action to safeguard participants.
- Ensure rigorous compliance with the Disclosure and Barring Service (DBS) legislation.

Other

- Ensure the Union's policies, procedures and protocols are adhered to
- Attend and contribute to team meetings, Students' Union meetings, and other meetings as directed being held on other campuses
- Carry out any other duties or projects as may be assigned to the post-holder by the Students' Union, and which are reasonably consistent with the position

The Students' Union expects all staff to participate in any training program, meeting or conference considered relevant to your job. The Students' Union expects all staff to participate in, and take ownership of, their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Welcome, Elections, Open Days, and any other key events. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness, and professionalism.

Person Specification

Criteria	Essential	Desirable	How Identified
Education/Qualifications			
Minimum G.C.S.E. or Level 2 equivalent English and Maths	✓		E
Degree		✓	E
First Aid certificate		✓	E
Knowledge & Experience			
Experience of working in a similar role in a membership organisation		✓	A
Experience of coordinating and delivering large-scale events		✓	A/I
Experience of working with students or Young People		✓	A
Building relationships with a diverse range of personnel and stakeholders	✓		A/I
Experience and understanding of customer service	✓		A/I
Experience and understanding of health and safety		✓	A/I
Skills & Abilities			
Computer literacy and keyboard skills (Microsoft Office)	✓		A
Ability to coordinate and deliver events	✓		A/I
Excellent communication skills both written and oral	✓		A/I
Time management and prioritising skills	✓		A/I
Personal Qualities			
Patience, enthusiasm, ability to motivate others	✓		I
Commitment to working in a democratic environment	✓		A/I
Flexible and adaptable approach to work and working hours	✓		A
Customer focused with the ability to work with a range of people	✓		I
Other			
Understanding of and commitment to the principles of equal opportunities	✓		A/I
A desire for self-development and willingness to engage in training opportunities	✓		I
Ability to travel independently to other locations when required	✓		A
E: Evidence, A: Application, I: Interview			