

Post: Student Rep Assistant

Department: Representation and Advice Department

Responsible to: Representation and Advice Manager

Hours of Work: 35 hours per week, normally 9am to 5pm Monday to Friday. The post holder will be required at times to work flexibly to meet organisational need.

Pay: £18,048 per annum (pro-rata)

This is initially a fixed term contract until 31st May 2018.

Purpose: The purpose of this post is to enhance the student experience at GCU through supporting student reps and ensuring their ability to be effective in their role.

1. Job Description

- a) To assist schools and support departments in the recruitment, promotion and election of Class Reps and School Officers and work to ensure that all positions are filled.
- b) Maintain a Class Rep and School Officer database and keep an updated list on our website.
- c) Develop and deliver an annual training and support programme for Class Reps and School Officers, ensuring their ability to be effective within their role and improve the educational and wider GCU student experience.
- d) To support specific events (in partnership with various university departments), for student reps to network and for the development of student learning experience policy.
- e) To keep abreast on changes to quality assurance and enhancement and learning and teaching issues in Higher Education and develop student friendly briefings to be used for Class Reps and School Officers.
- f) Communicate specific programme, school and university survey results to Class Reps and School Officers.
- g) Working with the Full Time Officers organise briefing meetings for student reps on School Boards.

- h) Promote and support co-ordination of student reps on Programme Approval Panels and other panels, in conjunction with Department of Academic Quality and Development.
- i) To provide training and support to the Mature and Part Time Students' Officer, Disabled Students' Officer, Ethnic Minority Students' Officer, Womens' Officer, LGBT+ Officer, International Students Officer to fulfil their role and to develop their groups and campaigns, including involvement in NUS.
- j) To support the Ethical and Environmental Officer and Full Time Policy Lead to carry out all necessary activity to maintain the Green Impact accreditation.
- k) To support student reps in developing campaign work by utilising the Campaigns Framework.
- l) Record the outcomes and impact of Student Reps and work with the Student Voice Co-ordinator to communicate the outcomes and impact of student reps at GCU.
- m) To encourage Student Reps to complete the Student Leaders Programme.
- n) When required, to assist in all aspects of organisational governance, specifically supporting Student Voice Sub Committees through arranging meetings, setting and distributing agendas and paperwork and recording minutes.

2. General

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To be responsible for all administration required for the post.
- c) To deliver and develop targets outlined in the Strategic Plan.
- d) To support programmes and projects run within the Department and wider Students' Association projects such as elections, accreditations, community engagement, annual award and recognition events, Full Time Officer induction, volunteer training conference and freshers.
- e) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Representation and Advice Manager or Chief Executive.
- f) To update the Association website and GCU Learn, as and when necessary.
- g) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.

- h) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance or with any other Students' Association Policy passed at Caledonian Student Voice.
- i) To attend any meetings as and when requested and produce reports as required.
- j) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- k) To portray the Students' Association in a positive, proactive and professional manner.
- l) To undertake personal and professional development activities as agreed by the Chief Executive.

Responsible to:

- The Representation and Advice Manager for HR and line management.
- The Executive Committee and Trustee Board for policy and strategy.

Person Specification: Student Rep Assistant	E	D	Tested By
QUALIFICATIONS			
Educated to degree level or equivalent relevant experience	✓		AF/E
KNOWLEDGE AND EXPERIENCE			
Experience of being a student rep or volunteer	✓		AF/I
Experience of supporting student reps or volunteers		✓	AF/I
Knowledge of quality assurance and enhancement in Higher Education and at a national level		✓	AF/I
Knowledge of issues affecting the student learning and teaching experience from students with different modes of study	✓		AF/I/P
Experience of working effectively as part of a team	✓		AF/I
Experience of project work	✓		AF/I
Experience of conducting research		✓	AF/I
Experience of report writing	✓		AF/I
Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel)	✓		AF/I
Experience of delivering training		✓	AF/I
Experience of interpreting statistical information		✓	AF/I
Experience of organising events		✓	AF/I
Experience in campaigning work		✓	AF/I
SKILLS AND ABILITIES			
Ability to work with minimum supervision in a busy environment to meet deadlines	✓		AF/I
Student (member, client or customer) focused	✓		AF/I
Excellent people skills	✓		AF/I
Ability to use your own initiative	✓		AF/I
Adaptable and flexible in modifying work in order to achieve the best results	✓		AF/I
Excellent verbal and written communications to a wide range of people	✓		AF/I
Pays attention to detail and produces work to a high standard	✓		AF/I
Understanding and commitment to equality and diversity	✓		AF/I
Desire to work within a democratic student led environment	✓		AF/I

AF Application Form
I Interview
T Test
E Evidence
P Presentation