

JOB DESCRIPTION

Job title:	Student-Led Change Coordinator (Academic)
Location:	The post will work primarily at John Moores Students' Union's main office (currently Mount Pleasant, Liverpool)
Working hours:	35-hours per week to be worked flexibly (annualised at 1820 hours per year), including occasional work on evenings and weekends
Salary:	£20,972 starting salary (Students' Union Grade 3: £20,972 - £25,049)
Department:	Student Voice and Campaigns
Reporting to:	Development Manager (Voice and Advice)
Staff reporting to this role:	None, but extensive volunteer support including academic reps.

Job Purpose

To empower and support academic reps to identify opportunities to improve the educational experience within the University and create change that will improve academic quality and engagement for their peers and future students. This post holder will coach and mentor academic reps to thrive in their volunteer roles and create a community of champions and ambassadors for the Students' Union through their participation and involvement, fostering deeper engagement through a positive and transformative experience.

Accountabilities

The key accountabilities of the post holder will be:

- A culture of involvement and activism whereby students, student leaders and volunteers are put at the heart of Union decision-making and representation;
- An outstanding academic representation system, ensuring that reps are effectively elected, inducted and supported to create change and improve the education of current and future students;
- High levels of participation and engagement within academic representation including meeting goals around the recruitment and training of academic representatives;
- Ensuring that the Union is able to clearly articulate the impact of representation including an effective system for tracking 'academic rep wins';
- Ensuring that academic representatives are well-prepared and briefed for University committees and able to influence effectively;
- Excellent volunteer management, ensuring that academic reps feel empowered and engaged in the work of the Students' Union.

Responsibilities

Development

- Use research and evidence to inform the development of academic representation with JMSU.
- Support the development, and delivery, of operational plans within student voice and campaigns that contribute to the Union's overall strategy.
- Help establish JMSU as an influential and evidence-based campaigning organisation.
- Help to ensure the Students' Union delivers, and measures, meaningful change for members that has a positive impact on their academic life.

Leadership and Management

- Act as a mentor and coach for academic reps – providing high support and high challenge to deliver excellent performance.

- Support, champion and role-model a high-performing, inclusive culture across JMSU.

Delivery

- Work with the Development Manager (Voice and Advice) and University colleagues to agree shared standards / processes across LJMU for the election, training and support of academic reps.
- Coordinate the election, induction and training of all academic representatives, ensuring an effective, consistent and democratic process.
- Provide 1-2-1 support and guidance for academic reps, helping to empower them in developing their influencing skills and achieving change.
- Deliver an annual programme of high-quality training and development activities, resources and events for academic reps.
- Create and implement relevant policies and procedures for academic reps.
- Develop and deliver an effective recognition and accreditation process, that inspires and rewards academic reps and celebrates their successes.
- Create and maintain an up-to-date, accurate database of academic representatives.
- Deliver regular and useful communications for academic representatives to inform their work.
- To work with academic reps to engage them in JMSU's campaigning priorities and help to achieve campaign outcomes by engaging and mobilising activists through academic structures.
- Ensure systems are in place so that academic reps are supported, and held accountable, for delivering effectively within their roles.
- Evaluate the effectiveness of our representation systems and recommend and deliver improvements – including reporting on trends and statistics.

Stakeholders

- Develop strong links with University departments to support and enhance opportunities for academic representatives to access support, facilities and resources across the University where required.
- Manage key long-term relationships within the University including programme leaders and academics;
- Manage strong relationships with relevant colleagues at other universities / students' unions to identify opportunities to collaborate and build partnerships.

Compliance and Risk

- Help ensure all academic representation work is fully compliant with JMSU and relevant LJMU policy, legislation including Education Act, GDPR, health and safety, licensing, fundraising and are fully insured.

Other

- Help our elected Officers achieve their manifesto commitments.
- Be enthusiastic advocates for student leadership and the organisation's values.
- To actively engage in student-facing projects and activities of all kinds as required.
- Be administratively self-supporting.
- Maintain own professional networks and promote JMSU on a local / national level.
- May be required to work some weekends and evenings.
- Undertake any other duties and responsibilities commensurate with the post.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Evidence of ongoing CPD. 	<ul style="list-style-type: none"> • Educated to degree level standard. • Qualification in relevant area i.e. policy development, campaigning, research, volunteer management etc.
Experience	<ul style="list-style-type: none"> • Working in a higher education, democratic and/or campaigning organisation. • Managing or supervising volunteers. • Communicating with a diverse range of people, both individuals and groups. • Devising and implementing effective campaigns plans that have resulted in change. • Developing, delivering and evaluating training programmes and sessions. • Producing written reports / briefings and presentations to a high standard. 	<ul style="list-style-type: none"> • Experience in a policy or campaigning role. • Managing relationships with a variety of stakeholders in order to build influence and create change.
Skills, Knowledge & Expertise	<ul style="list-style-type: none"> • Good knowledge of sector expectations, practices, and trends in academic representation. • Understanding of the student movement, higher education and of student issues and priorities. • Excellent interpersonal skills and the ability to communicate effectively in a variety ways and situations (including group situations). • A commitment to supporting, enabling and celebrating volunteering as part of the student experience. • Confident IT skills including using Microsoft Office and use of a variety of digital technologies. • Excellent time management and organisational skills including consistency in meeting deadlines. • Able to be flexible and resilient in response changing priorities and challenges. • Able to establish positive work relationships, working effectively in a team and independently. 	<ul style="list-style-type: none"> • Expertise in the production or management of resources to support volunteer activities. • Able to respond positively to challenging situations and solve problems quickly and creatively. • Good understanding of best practice in relation to training design, delivery and evaluation. • Strong project / campaign planning and management skills.
Values & Behaviours	<ul style="list-style-type: none"> • A demonstrable commitment to our organisation's values. • Strong commitment to, and understanding of, the principles of equality, diversity and inclusion. • Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders. 	

Date Completed:

July 2019