

JOB DESCRIPTION

Job title:	Student-Led Change Coordinator (Policy and Campaigns)
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:	Senior Development Manager (Voice and Campaigns)
Staff reporting to this role:	None, but volunteer support including student leaders, campaigners and activists.

Job Purpose

To empower students and student leaders to create change by undertaking research, supporting the development of policy and supporting student leaders to develop campaign plans. This post holder will coach and mentor student leaders 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.
- High levels of participation and engagement within policy development and democratic processes;
- Policy and Union campaigns are underpinned by good quality research and sound analysis;
- Ensuring that the Union is able to clearly articulate the impact of student voice, including tracking campaign wins;
- Ensuring that student representatives are well-prepared and briefed for University committees and able to influence, lobby and campaign effectively;

Responsibilities

Development

- Use research and evidence to support student leaders in the development of effective policy and campaigns.
- 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 student experience.
- Ensure that JMSU is in touch with latest development across the Higher Education sector and student movement, taking informed views and decisions on the implications for JMSU.

Leadership and Management

- Act as a mentor and coach for student leaders involved in policy and campaigns – 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 Senior Development Manager (Voice and Campaigns), elected officers and other Students' Union colleagues to agree and coordinate a cohesive campaigns plan across the Students' Union.
- Provide 1-2-1 support and guidance for student leaders, helping to empower them and ensure they are informed in the latest developments, trends and ideas within Higher Education and wider issues that affect student-life including student finance, housing, transport etc.
- Support and advise Sabbatical Officers and student leaders in all matters relating to the student experience at LJMU – including preparing briefings and delivering training.
- Read committee papers and prepare briefings for Sabbatical Officers to ensure they are equipped and prepared for important University committees.
- Provide advice and support for Sabbatical Officers and other student leaders on effective campaign planning and tactics, including connecting to key influencers and ensuring campaigns follow good practice, and are safe and accessible.
- Evaluate the effectiveness of our policy development and campaigns; recommending and delivering improvements – including reporting on trends and statistics.
- Create and maintain an up-to-date, accurate database of students engaged in policy and campaigning activities.
- Assist in the coordination of Students' Union elections including supporting the setting of timelines, nominations process, debates and candidate support / training.
- Support the analysis, interpretation and reporting on data and evidence available to JMSU relating to the student experience of JMSU students from various sources including National Student Survey (NSS) and other data within the University and nationally.
- Ensure that there is an up to date and accessible record of Union policy and clear links / understanding amongst colleagues across JMSU to deliver policy mandates and expectations.

Stakeholders

- Develop strong links with relevant University departments to support opportunities for the effective development and implementation of JMSU policy.
- Manage strong relationships with relevant colleagues at other universities / students' unions to identify opportunities to collaborate and build partnerships.
- Actively engage with NUS, WonkHE and other sources of national policy information and campaigns across the Higher Education sector.

Compliance and Risk

- Help ensure all policy and campaigning 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. • Experience in a policy or campaigning role. • Communicating with a diverse range of people, both individuals and groups. • Devising and implementing effective campaigns plans that have resulted in change. • Undertaking primary and secondary research. • Producing written reports / briefings and presentations to a high standard. 	<ul style="list-style-type: none"> • Managing or supervising volunteers. • Managing relationships with a variety of stakeholders in order to build influence and create change. • Developing, delivering and evaluating training programmes and sessions.
Skills, Knowledge & Expertise	<ul style="list-style-type: none"> • Good knowledge of sector expectations, practices, and trends in policy and campaigns. • Understanding of the student movement, higher education and of student issues and priorities. • A strong understanding of good practice and latest trends in research, policy development and campaigning. • Excellent interpersonal skills and the ability to communicate effectively in a variety ways and situations (including group situations). • 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. 	<ul style="list-style-type: none"> • A good understanding of trends, developments and tools in digital democracy and campaigning. • 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.
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