



The University of Birmingham Guild of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.

Democracy Coordinator

£ 20,462 gross per annum

The Guild is looking to recruit an organised, pro-active and collaborative individual as a Democracy Coordinator.

Democracy Coordinator is responsible for ensuring excellent democratic systems are in place at the University of Birmingham which are engaging, accessible and successful for students. This includes supporting our decision making and policy setting mechanisms, working closely with the Officer team and supporting Guild democratic committees. You will organise and deliver Guild Elections, engaging 9,000+ students from across the University of Birmingham, offering training and support to Elections candidates and developing expertise in relevant regulations and administrative systems.

Within this role, you will work as part of a wider Student Voice team who are responsible for the delivery of all representation, campaigning and policy services at the Guild. You will provide support to volunteers and Guild officers, to ensure that students are represented professionally and successfully. You will also keep up to date with developments in democracy and policy across the student movement and beyond, to ensure that we are always delivering excellent democratic services to students.

You will have the ability to communicate and establish strong working relationships with a wide range of individuals both in and outside the Guild and University, including students, senior management and external organisations, and also to create and maintain effective administrative systems.

Closing date for applications: - Monday 7th October 2019 at 10:00 am

For application packs please visit: <http://www.guildofstudents.com/about/your-union/workwithus/currentvacancies/>

or email: staffing@guild.bham.ac.uk



Make the most of University life!

