



*The University of Birmingham Guild of Students is a charity and the students' union for more than 28,000 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.*

### **Guild Advice Manager - Maternity Cover**

**Part time 21 Hours, 3 Days per week - £31,778 (pro rata) gross per annum**

The Guild Advice Centre delivers a high quality service for students studying at University of Birmingham.

The Guild Advice Centre Manager leads a team of core and student staff to deliver a high quality advice service for students studying at the University of Birmingham. The role leads on the development and delivery of proactive advice based campaigns and information provision; along with supporting the Officer Team through the collection and monitoring of evidence to inform Guild priorities and their work in developing and enhancing the student experience.

You will have management experience, with experience of developing strong work relationships with stakeholders, management of budgets, and have a good knowledge of academic misconduct processes, wellbeing, housing and student finance...

You will also have excellent communication skills, with strong service user focus, ability to work to deadlines and attention to detail.

**Closing date for applications is on Monday 7<sup>th</sup> October 2019 at 9am**

**Interview date expected: 18<sup>th</sup> October 2019**

**For application packs please visit**

<https://www.guildofstudents.com/about/your-union/workwithus/currentvacancies/>

**or email: [staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk)**



**Make the most of University life!**

