

JOB DESCRIPTION

Job Title: Policy & Campaigns Coordinator (Fixed term)

Responsible to: Student Voice Manager

Responsible for: Student Volunteers and a small student staff team where appropriate

Summary of Post: Your role will support the Guild of Students to become an expert in the student experience at Birmingham and to develop high impact campaigns that make changes for students on the issues that matter the most. Working creatively and proactively within the Student Voice team, you'll develop evidence-based policy that empowers Officers to deliver on their Priority Campaigns and objectives and to make sure that our campaigning work is insight-led and impactful.

DUTIES & RESPONSIBILITIES:

1. To work with the Student Voice Manager to develop and enact research-based policy across the Guild and to support the Guild to become the expert in the lives of students at Birmingham.
2. To work with the Student Voice Manager and elected Officers to plan, deliver, monitor and evaluate the Guild's Priority Campaigns
3. To provide administrative support and guidance to student-led campaign groups and develop training and resources that will empower students to campaign for themselves.
4. To proactively investigate issues, formulate research plans and deliver clear and concise briefings on student issues, with particular reference to Postgraduate and International students, in order to support the campaigning and representative work of the Guild and its elected Officers
5. To coordinate and assist with the compilation of evidence including: statistics, case studies, and examples of best practice in order to support the campaigning and representative work of the Guild and its elected officers.
6. To support Guild Officers and student representatives to play a meaningful role in the development of policy and practice across the Guild and the University, working with them to empower evidence-led delivery of their objectives and priorities for the year ahead.
7. To work with the Student Voice Manager, relevant staff and Officers to support the delivery of high impact campaigns and activities that create measureable positive change for Birmingham students, particularly postgraduate and international students
8. To ensure that evaluation and continuous improvement are a core value in the Guild's policy, research and campaigns work, developing systems that demonstrate our impact in making positive changes to the lives of Birmingham students.

9. To keep up to date with local, national and international developments Higher Education policy and to proactively provide advice to Guild Officers and staff on issues being considered by the University and other stakeholders.
10. To develop effective relationships with relevant local and national educational, campaigning and representational organisations
11. To assist in identifying and delivering training to the elected officers and students to increase the effectiveness of their campaigning and representative work.
12. To share knowledge and expertise about the student experience with the wider Guild team, to improve our engagement with Postgraduate and International students.
13. To be responsible for the administration of Guild committees when required, including preparation of agendas, attendance at meetings, drafting of minutes and actions arising, and support of volunteer committee members
14. To assist with the election of officers of the Guild of Students.
15. To undertake appropriate training and personal development as required for the role
16. To identify improvements and recommend these to the Student Voice Manager for consideration.
17. To adhere to all relevant Guild policy with particular reference to staffing, health and safety, environmental, and any relevant Guild Policy where it may impact upon your role
18. To participate as a member of Student Voice, Engagement and Guild team
19. To support the work of the Student Voice team, where necessary, in the event of sickness, holiday or other exceptional circumstances
20. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
21. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

September 2019

Person Specification: Policy & Campaigns Coordinator (Fixed Term)

	You must be able to demonstrate in your application that you have;	Essential	Desirable
QUALIFICATIONS			
1	Good general education, including Maths and English at least to GCSE or equivalent	✓	
KNOWLEDGE AND EXPERIENCE			
2	Knowledge of further and higher education and the issues affecting students today	✓	
3	Experience of working within a policy, campaigning or representation-related role	✓	
4	Experience of using evidence or research to drive change or develop campaigns	✓	
5	Experience of providing briefings for a variety of internal and external stakeholders	✓	
7	Experience of working effectively as part of a team and using your own initiative	✓	
8	Working with and/or supporting volunteers or elected officers to thrive in their role		✓
SKILLS AND ABILITIES			
9	Ability to undertake primary and secondary research	✓	
10	Proficient IT skills and computer literacy, including programmes / tools for data analysis (e.g. Microsoft Excel, Access)	✓	
11	Ability to present information clearly and concisely in writing or verbally	✓	
12	Ability to establish strong working relationships with a wide range of people and stakeholders, both internally and externally	✓	
13	Ability to communicate calmly and effectively to others	✓	
14	Proficient in identifying solutions to problems	✓	
15	Ability to think creatively and proactively when overcoming hurdles and problems	✓	
16	Ability to evaluate or measure impact of a service, activity or campaign		✓
17	Ability to recruit, support, advise and empower others		✓
PERSONAL QUALITIES			
18	Understanding of and a commitment to Equality of Opportunity	✓	
19	Able to support others to achieve individual & team goals	✓	
20	Self-motivated	✓	
21	Flexible	✓	
22	Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders	✓	
23	Persistent & able to persuade others to meet your deadlines	✓	
24	Attention to detail	✓	