

Post Title: Policy & Campaigns Coordinator

Reporting to: Student Voice & Representation Manager

Responsible for: A small student staff team and student volunteers (where appropriate)

Grade: Guild Grade 4

Organisation:

This role is part of the Student Voice and Representation department working collectively with colleagues delivering the Guild's advice, advocacy and welfare, democracy and representation, policy and campaigns work within the Support and Representation Directorate.

Job Purpose:

The Policy & Campaigns Coordinator role is to support delivery of the Student Voice & Representation departmental plan. We expect Coordinators to help to create an inclusive and engaging environment for all.

The role is required:

- To support the Guild 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.
- To work creatively and proactively to develop evidence-based policy that empowers Officers to deliver on their Priority Campaigns and objectives
- To ensure the Guild's campaigning work is insight-led and impactful.

Success in the role will require a highly student and customer focused approach together with an emphasis on teamwork. The role involves collaboration with internal and external stakeholders, acting as a positive ambassador for the Guild and facilitating under-represented groups to find a comfortable place here. Supporting a culture of ambitious targets and a positive team spirit are also key. Coordinators are expected to follow the Guild's competency framework, which should be read in conjunction with this job description

Key Role Responsibilities:

1. To work with the Student Voice & Representation 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 & Representation Manager, staff and elected Officers to plan, deliver, monitor and evaluate the Guild's campaigning priorities and create positive change for Birmingham students.
3. To build relationships with, and develop, student leaders, groups and communities, providing leadership training, guidance and resources that will empower students to create community-led change
4. To proactively investigate issues, formulate research plans and deliver clear and concise briefings on student issues, 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 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.
8. To work with the Student Voice & Representation Manager and relevant staff to develop and deliver training and ongoing development support to Guild Officers and student leaders in line with the Leadership Framework
9. 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.

10. To develop effective relationships with relevant local and national educational, campaigning and representational organisations
11. 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
12. To assist with the election of officers of the Guild of Students.
13. To develop and maintain effective relationships with relevant local and university stakeholders.
14. To identify improvements and recommend these to the Student Voice & Representation Manager for consideration.

General Duties:

1. To undertake appropriate induction and ongoing training and personal development, as required for the role.
2. To adhere to all Guild policy with reference to HR, staffing, health and safety, data protection, environmental and any other specific Guild Policy which impacts upon your role or that of the team.
3. To be familiar with the Guild's competency framework, striving always to demonstrate the positive behaviours which drive the highest standards of personal and organisational performance in supporting our students. Grade 4 Coordinators should be developing within level 1 of the six competencies (Student and Customer Focus, Accountability, Results Focus, Inclusivity, Communication and Teamwork) which is designed to support staff to achieve high performance
4. To act as a role model in portraying a positive image of the Guild both internally and externally, acting as an ambassador and displaying high standards of personal integrity and professionalism.
5. To support the work of the Student Voice & Representation team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
6. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

Person Specification: Policy & Campaigns Coordinator

You must be able to demonstrate in your application that you have:

	Essential	Desirable
EDUCATION, QUALIFICATIONS AND TRAINING		
Good general education, typically to degree standard, including Maths and English at least to GCSE C or equivalent	✓	
EXPERIENCE		
Experience of working within a policy, campaigning or representation-related role	✓	
Experience of using evidence or research to drive change or develop campaigns	✓	
Experience of providing briefings for a variety of internal and external stakeholders	✓	
Experience of working effectively as part of a team and using your own initiative	✓	
Working with and/or supporting volunteers or elected officers to thrive in their role		✓
Experience of developing or delivering training & development materials or workshops		✓
SKILLS AND KNOWLEDGE		
Knowledge of further and higher education and the issues affecting students today	✓	
Knowledge of community organising principles		✓
Ability to undertake primary and secondary research	✓	
Proficient IT skills and computer literacy, including programmes / tools for data analysis (e.g. Microsoft Excel, Access)	✓	
Ability to establish strong working relationships with a wide range of people and stakeholders, both internally and externally	✓	
Ability to evaluate or measure impact of a service, activity or campaign	✓	
Knowledge of student activities and related issues in Higher Education Ability to communicate effectively with students one-to-one and in groups	✓	
Ability to balance the needs of individuals and team/organisation	✓	
Ability to contribute to organisation-wide initiatives	✓	

Information gathering skills, for example acquiring knowledge of relevant legislation, volunteering issues and community need	✓	
Ability to take a constructive and co-operative approach to solving problems	✓	
PERSONAL QUALITIES / BEHAVIOURS		
Motivated by working in a student-led, democratic workplace	✓	
Student & Customer focus: Keeps student leadership and the needs of students and customers at the heart of activities	✓	
Accountability: Takes personal responsibility for the important role they play in the Guild's work and in wider society	✓	
Results Focus: Strives for the best results – gets things done on time and to a high standard	✓	
Inclusivity: Values diversity - works to create an inclusive and engaging environment across all our activities and services	✓	
Communication: Communicates clearly and appropriately to people across our students' union and outside	✓	
Teamwork: Builds good relationships and works effectively with a range of people to deliver our shared goals	✓	

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