



*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.*

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## **Representation Coordinator (Fixed Term, 9 months maternity cover)**

**£19,303 gross per annum (pro-rata) – 35.5 hours per week**

Representation Coordinators are responsible for ensuring excellent representation systems are in place at the University of Birmingham which are engaging and successfully represent students. A number of representation services are provided by the Guild, which include the Student Representation System, the 'Your Ideas' democratic process, Open Forums, elections, and committees.

Within this role, you will be responsible for the administration and delivery of the Student Representation System, whilst working as part of a wider Student Voice team who are responsible for the delivery of all representation services.

You will administrate the Student Representation programme, including maintaining a database of volunteers, liaising with University schools and departments, and assisting with the evaluation of the programme. You will also provide support to elected volunteers and Guild officers, to ensure that students are represented professionally and successfully.

You will have knowledge of further and higher education and the issues effecting students today, along with 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.

With the ability to create and maintain effective administration systems, you will also be able to effectively evaluate and promote a service.

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**Closing date for applications: Thursday 2<sup>nd</sup> November 2017 at noon.**

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

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



# **We'll make sure you get the best from Birmingham!**

