

JOB DESCRIPTION

Job Title:	Senior Representation Coordinator (Fixed Term – 12 months)
Responsible to:	Student Voice Manager
Responsible for:	Representation Coordinators, Student Representative Volunteers and a small student staff team
Summary of Post:	To lead the delivery of the Student Representation System, including project managing the implementation of the Student Rep Review. This involves strengthening Guild and University relationships, supporting student engagement in the Rep System and supporting Representation Coordinators to enhance, develop and evaluate System activities.

DUTIES & RESPONSIBILITIES

1. To work with the Student Voice Manager to ensure the successful development and maintenance of the Student Representation System, including project managing the implementation of the Student Rep Review
2. To develop initiatives and activities that support academic representation at the Guild of Students and to support the student voice at the University of Birmingham, including Student Rep training, reward and recognition
3. To support Representation Coordinators to develop, implement and evaluate plans and initiatives for the Student Representation System that align with the Guild's Strategic Plan and the Student Rep Review
4. To ensure effective monitoring, measuring and evaluation of Student Representation System activities, with a concentration of measuring outcomes and impact of academic representation
5. To develop and maintain effective working relationships with key staff at the University of Birmingham, particularly at School and College level, including attending meetings and committees as appropriate in relation to the work of the Student Representation System
6. To support the development of Representation Coordinators, Officers and Student Representative volunteers to be experts in the field of academic representation, with specialist knowledge of the University, national and local level developments
7. To oversee effective briefing and debriefing structures for Student Representative volunteers at School and College level
8. To work with the Student Voice Manager to develop relevant initiatives and activities to support the delivery of the annual Student Voice Report recommendations and student survey action plans

9. To actively assist and support Officers, Student Representative volunteers and staff to create action plans from University and local community meetings so the Guild proactively respond to issues on behalf of students.
10. To support the preparation of the departmental budget in accordance with the Guild's Financial Procedures manual
11. To implement and monitor relevant policies and procedures for the Student Representation System
12. To develop core and student staff from the Student Representation System, ensuring the development and implementation of the Rep Review and annual planning processes
13. To undertake appropriate training and personal development as required for the role.
14. To identify improvements and recommend these to the Student Voice Manager for consideration.
15. 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.
16. To participate as a member of Student Voice, Membership and Guild team.
17. To support the work of the Student Voice team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
18. 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.
19. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

July 2019



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Person Specification: Senior Representation Coordinator

You should be able to demonstrate in your application	Essential	Desirable
QUALIFICATIONS		
Good general education, A level or beyond, including Maths and English at least to GCSE or equivalent.	✓	
Evidence of continued professional development in a relevant areas	✓	
KNOWLEDGE AND EXPERIENCE		
Demonstrable working knowledge of higher education, student engagement and the issues affecting students today	✓	
Knowledge and understanding of key policy areas relating to student experience and engagement	✓	
Demonstrable experience of developing and maintaining relationships with internal and external stakeholders	✓	
Experience of working with and monitoring a budget	✓	
Experience of managing or supervising staff and volunteers	✓	
Experience of developing and evaluating services or activities and demonstrating impact to numerous stakeholders	✓	
Experience of designing and delivering training		✓
Experience of project management or impact tracking		✓
SKILLS AND ABILITIES		
Ability to effectively promote, deliver and evaluate a service	✓	
Ability to present information clearly and concisely in writing or verbally, with excellent written and spoken English	✓	
Information gathering and / or research skills and ability to write reports / proposals	✓	
Ability to work using own initiative	✓	
Ability to balance the needs of individuals and team/organisation and a wide range of stakeholder	✓	
Computer literacy - standard office software including spread sheets and keyboard skills	✓	
Ability to encourage excellence and a learning and development culture	✓	
Ability to take a constructive and co-operative approach to solving problems	✓	
Ability to interpret policies and procedures	✓	
PERSONAL QUALITIES		
Understanding of and a commitment to Equality of Opportunity	✓	
Team focused approach	✓	
Self-motivated	✓	
Flexible	✓	
Committed to continuously improving service delivery	✓	
Customer focus	✓	
Persistent & able to persuade others to meet your deadlines	✓	
Attention to detail	✓	