



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.

Student Voice Manager

£29,950 gross per annum – 35.5 hours per week

The Guild wishes to recruit a proactive Student Voice Manager who will be responsible for the administration of free and fair elections, the student academic course representation scheme and the Guild's democratic decision-making framework.

You will have significant departmental expertise in the Higher Education policy field in order to provide information, insight and analysis to Officers, elected representatives and colleagues. You will manage the elections processes of the Guild and provide information, advice and guidance to Guild departments involved with elections. You will also manage and develop the Student Representation Scheme (SRS) ensuring that volunteers are elected, inducted, trained and receive on-going support and development within their role.

You will support the Officer Team through assisting in the creation and development of action plans, facilitating constructive debriefing structures after relevant meetings, and disseminating information across the organisation.

You will have experience and knowledge of developing and maintaining complex relationships with internal and external stakeholders along with an understanding of the issues facing students in Higher Education today. You will also have experience of empowering others to create positive change and experience of successfully managing a staff team and experience of developing and managing budgets.

Closing date for applications: Monday 22nd January 2018 12noon

For application packs please visit: <https://www.guildofstudents.com/about/your-union/workwithus/currentvacancies/>

or email: staffing@guild.bham.ac.uk



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

