

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 & Representation Manager

**£38,143 (rising to £41,680) per annum – full time 35.5 hours per week**

The Guild wishes to recruit a proactive Student Voice & Representation Manager who will be responsible for the Guild's advice, advocacy and welfare, democracy and representation and policy and campaigns work within the Support and Representation Directorate.

The Guild is a values led organisation. As a not for profit charity, income generated in our commercial services funds student activities.

### The role

This role will lead and develop Student Voice to be a strong presence, supporting students to make positive change in issues that matter to them, as set out in the Guild's strategic plan as well as enabling the Guild to operate as an effective democratic organisation including the administration of free and fair elections, the Guild's democratic decision-making framework the Student Representation Scheme, The role also ensures the provision of an effective and responsive advice service supporting students in areas including academic legislation, housing, wellbeing and finance.

### The benefits

We offer great benefits including:

- 5 days close down during Christmas, and 2 during Easter each year, in addition to bank holidays and 21 days annual leave, rising to 26 days after 5 years' service (meaning you will not work during Christmas, New Year or Easter).
- Full sick pay from the moment you start working for us.
- A comprehensive suite of basic training for all employees which includes Equality & Diversity, Mental Health Awareness and Data Protection
- Discounted membership rates at University of Birmingham Sport & Fitness



**Excellent**

NUS Green Impact  
Students' Unions



- The opportunity for new staff to join the NEST pension scheme. The Guild contributes a matched payment of between 4-6% of your salary
- A range of wellbeing benefits

We are a Times 100 employer and in our most recent staff survey (November 2021) 94% of our staff said they are proud to work for this organisation.

The Guild of Students is committed to equality, diversity and inclusion and welcomes applications from all members of the community.

To arrange an informal conversation about the role please contact:  
[staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk)

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**Closing date for applications: Friday 7<sup>th</sup> January 2022 at 12 noon. Please note that the interview date for the role will be 14<sup>th</sup> January 2022.**

To apply please visit: <https://www.guildofstudents.com/about/your-union/workwithus/currentvacancies/studentvoicerepresentationmanager2021/>

Should you need to complete your application in an alternative format, please email [staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk)