

JOB DESCRIPTION



| | |
|-------------------------------|---|
| Job title: | Academic Representation Coordinator |
| Location: | The post will work across all UWSU offices at Regent Street, Cavendish, and Harrow, with a primary base at Marylebone. |
| Working hours: | 37.5 hours to be worked flexibly |
| Salary: | £24,449 (Coordinator scale point 1) |
| Department: | Student Voice and Engagement |
| Reporting to: | Representation and Voice Manager |
| Staff reporting to this role: | None, although the role will provide support and mentoring for volunteers including Campus Liaison Officers and School Reps |

Job Purpose

To coordinate and drive the Students' Union's representation work, including empowering, developing and supporting academic representatives (Course Reps, School Reps and UWSU elected officers) in order to ensure that they can shape their University experience and the world around them. The post holder will help to build UWSU's reputation as an evidence-based, influential organisation – that genuinely makes a difference to students' lives and academic interests.

Accountabilities

The key accountabilities of the post holder will be:

- High levels of participation and engagement within academic representation including meeting goals around the recruitment and training of academic representatives;
- An outstanding academic representation system, ensuring that reps are effectively recruited, inducted and supported to create change and improve the education of current and future students;
- Ensuring that the Union is able to clearly articulate the impact of representation including the sustained development of an effective system for tracking 'academic rep wins';
- Ensuring that academic representatives are well-prepared and briefed for University committees and able to influence academic change effectively;
- A culture of involvement and activism whereby students, student leaders and volunteers are put at the heart of Union decision-making and representation;
- Excellent volunteer management, ensuring that academic reps feel empowered and engaged in the work of the Students' Union.

Regent Street Campus

309 Regent Street
London
W1B 2HW

Telephone:
020 7911 5000 ext (65454)

Marylebone Campus

Marylebone Road
London
NW1 5LS

Telephone:
020 7911 5000 ext (65070)

Harrow Campus

Watford Road
Northwick Park
Harrow
HA1 3TP

Telephone:
020 7911 5000 ext (68197)

Cavendish Campus

115 New Cavendish Street
London
W1W 6XH

Telephone:
020 7911 5000 ext (67059)

Email:
uwsuadmin@westminster.ac.uk

Web:
www.uwsu.com



Responsibilities

Strategy and Development

- Support the development, and implementation, of operational plans within representation and voice that contribute to the Union's overall strategy.
- Drive forward and coordinate the representation work of UWSU, ensuring that Westminster students are able to shape their education and the world around them.
- Help establish UWSU as an influential and evidence-based campaigning organisation.
- Use sector research, insight and benchmarking to measure quality, impact and reach.
- Help to ensure the Students' Union delivers, and measures, meaningful change for members that has a positive impact on all areas of their student life.

Leadership and Management

- Support, champion and role-model a high-performing, inclusive culture across UWSU.
- Act as a mentor and coach for Campus Liaison Officers and School Reps – providing high support and high challenge to deliver excellent performance.

Delivery

- Work with the Representation and Voice Manager and University colleagues to agree shared standards / processes across UoW for the election, training and support of academic Reps.
- Coordinate the recruitment, induction and training of all academic representatives (Course and School Reps), ensuring an effective, consistent and democratic process.
- Maintain up to date records of all academic reps and develop reports as required.
- Develop, deliver and evaluate a programme of training that gives reps an understanding of their role and performance expectations and also provides opportunities to stretch and develop for reps that wish to progress through UWSU's democratic structures.
- Deliver regular and useful communications for academic representatives to inform their work.
- To work with academic reps to engage them in UWSU campaigning priorities and help to achieve campaign outcomes by engaging and mobilising activists through academic structures.
- Ensure systems are in place so that academic reps are supported, and held accountable, for delivering effectively within their roles.
- Ensure a framework exists to celebrate success and recognise the achievements of academic representatives across UWSU.
- Support and advise elected officers in all matters relating to students' education and their academic experience at Westminster – including preparing briefings and delivering training.
- Evaluate the effectiveness of our representation systems and recommend and deliver improvements – including reporting on trends and statistics.
- Grow engagement levels within the representation work of UWSU.

Stakeholders

- Support the management of key long-term relationships within the University – particularly at academic level including programme leaders and academics.
- Champion work with colleagues across Westminster SU to involve students in co-creation, delivery and evaluation, as well as holding Westminster SU accountable for our work.

Compliance and Risk

- Ensure all representation and student voice activity is fully compliant with relevant legislation including GDPR, charity law, the 1992 Education Act, health and safety etc.

Other

- Help our elected Officers achieve their manifesto commitments.
- Be enthusiastic advocates for student leadership and the organisation's values.
- To actively engage in student-facing projects and activities of all kinds as required.
- Be administratively self-supporting.
- Maintain own professional networks and promote UWSU on a local / national level.
- May be required to work some weekends and evenings.

Regent Street Campus

309 Regent Street
London
W1B 2HW

Telephone:
020 7911 5000 ext (65454)

Marylebone Campus

Marylebone Road
London
NW1 5LS

Telephone:
020 7911 5000 ext (65070)

Harrow Campus

Watford Road
Northwick Park
Harrow
HA1 3TP

Telephone:
020 7911 5000 ext (68197)

Cavendish Campus

115 New Cavendish Street
London
W1W 6XH

Telephone:
020 7911 5000 ext (67059)

Email:
uwsuadmin@westminster.ac.uk

Web:
www.uwsu.com



- Undertake any other duties and responsibilities commensurate with the post.

Person Specification

| | Essential | Desirable |
|--|---|--|
| Qualifications | <ul style="list-style-type: none"> • Educated to degree level standard or can demonstrate significant relevant experience. • Evidence of ongoing CPD. | <ul style="list-style-type: none"> • Relevant professional qualification i.e. policy, volunteer management, research or campaigning. |
| Experience | <ul style="list-style-type: none"> • Working in a higher education, democratic and/or campaigning organisation. • Managing or supervising volunteers. • Devising and implementing effective campaigns plans that have resulted in change. • Developing, delivering and evaluating training programmes and sessions. • Producing written reports / briefings and presentations to a high standard. | <ul style="list-style-type: none"> • Experience in a policy or campaigning role. • Managing relationships with a variety of stakeholders to build influence and create change. |
| Skills, Knowledge & Expertise | <ul style="list-style-type: none"> • Good knowledge of sector expectations, practices, and trends in policy and representation. • Understanding of the student movement, higher education and of student issues and priorities. • Outstanding organisational skills with the ability to manage and deliver competing priorities. • Excellent communication skills including good training / facilitation skills. • Able to establish positive working relationships and networks. • Strong IT skills including using Microsoft Office and a range of digital technologies and media platforms. • Able to work effectively in a team. | <ul style="list-style-type: none"> • Strong project / campaign planning and management skills. • Good decision-making skills. • Expertise in the production of resources to support decision-making. • Expertise in dealing with difficult advocacy situations with a sympathetic approach. • Knowledge of the regulatory framework within higher education institutions. |
| Values & Behaviours | <ul style="list-style-type: none"> • A demonstrable commitment to our organisation's values. • Strong commitment to, and understanding of the principles of equality, diversity and inclusion. • Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders. | |

| | |
|------------------------|-------------|
| Date Completed: | August 2019 |
|------------------------|-------------|



Regent Street Campus

309 Regent Street
London
W1B 2HW

Telephone:
020 7911 5000 ext (65454)

Marylebone Campus

Marylebone Road
London
NW1 5LS

Telephone:
020 7911 5000 ext (65070)

Harrow Campus

Watford Road
Northwick Park
Harrow
HA1 3TP

Telephone:
020 7911 5000 ext (68197)

Cavendish Campus

115 New Cavendish Street
London
W1W 6XH

Telephone:
020 7911 5000 ext (67059)

Email:
uwsuadmin@westminster.ac.uk

Web:
www.uwsu.com

