**SHEFFIELD HALLAM STUDENTS’ UNION**

Job Description: Student Staff

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. **Job Title:** **Democracy and Representation Assistant**
2. **Grade:** Meets National Minimum Wage
3. **Responsible to:** Academic Representation Manager/Democracy and Campaigns Programme Leader

**4. Purpose of Post:**  To support in the delivery of services that enable Sheffield Hallam Students' Union to be the outstanding organisation in the UK for supporting and inspiring students.

**Hours:** 7 hours per week, term time only

**5. MAIN DUTIES AND RESPONSIBILITIES**

**Student Staff common requirements**

A commitment to Sheffield Hallam Students' Unions core values which include:

**Passion**: You should be passionate about ensuring your work helps to ensure a great experience for students who engage with Sheffield Hallam Students' Union.

**Honesty**: You should display absolute integrity in your interactions with students, customers and colleagues.

**Dedication:** You should be dedicated to the Students' Union and ensure you uphold your commitments within your role.

**Innovation**: You should be comfortable coming up with new ideas to improve the service we deliver to Sheffield Hallam students.

**Diversity**: You are committed to providing a flexible, adaptive and excellent service to all our students and customers.

**Role Specific Responsibilities:**

* Work under the strategic direction of the Advocacy Manager to support in the delivery of a high quality representation and democracy service, in accordance with Sheffield Hallam Students' Union's core mission, vision and values.
* Supporting in the delivery of events and projects related to student representation, including Students' Union Elections, student representative events and Officer campaigns.
* Providing administrative support to members of the representation team and elected officers.
* Support Elected Officers and Representatives with relevant projects and activities, including supporting in the delivery of event and campaign weeks.
* Under the direction of the Academic Representation Manager and Democracy and Campaigns Programme Leader, deliver training for elected officers and student representatives.
* Use social media and other channels to deliver a digital first approach to student representation.
* All other appropriate duties as and when required by the Academic Representation Manager.

**PERSON SPECIFICATION**

**Job Title: Democracy and Representation Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Personal Attributes required (based on the Job Description)** | **Essential (E)**  **/Desirable (D)** | **Tested by** |
| **1**  1.1 | **Qualifications/Training**  Must be registered on a degree programme at Sheffield Hallam University  Willingness to undertake any training necessary to improve performance / service | **E**  **E** | Application Form / Interview  Interview |
| **2**  **2.1**  **2.2**  **2.3** | **Experience**  Experience of working with students and student groups  Experience of working in a Students' Union or other Third Sector organisation  Demonstration of an understanding of issues affecting students, students unions and higher education | **D**  **D**  **E** | Application Form / Interview  Application Form / Interview  Application Form / Interview |
| **3**  3.1  3.2  3.3  3.4  3.5  3.6  3.7 | **Skills**  Be passionate about the Students' Union and what it stands for  Possess a genuine interest in making a positive contribution to the overall student experience at Sheffield Hallam Students' Union  Ability to create and maintain strong working relationships with a wide range of people, including students and University personnel  Good organisational and time management skills  Ability to work as part of a team  Excellent written, verbal, presentation and communication skills and ability to communicate with a diverse range of people  Ability to work unsupervised and on own initiative | **E**  **E**  **E**  **E**  **E**  **E**  **E** | Application Form / Interview  Application Form / Interview  Interview  Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview |
| 4  4.1  4.2 | **Other requirements**  Willingness to carry out associated duties  Awareness of how the Students' Union is run and commitment to its core values | **E**  **E** | Interview  Interview |

Date: May 2017