



Representation Coordinator

£25,132

35 hours

Hallam SU is looking for a proactive and people-focused individual to join our Representation team. Our vision is to ensure that every student at Hallam can have a meaningful say on their university experience, and as Representation Coordinator, you'll play a key part in making that happen.

Who we are

The Representation Team at Hallam SU is a small, innovative team that is dedicated to delivering positive change for students at Hallam. We've just finished writing our new team strategy, and we're determined to lead the sector when it comes to Student Representation. Alongside the Advice and Campaigns team, we make up the Advocacy directorate at the Students' Union.

What's the job?

You'll be the Students' Union contact on all things Representation for one of the three Colleges at Sheffield Hallam. Your work will include working with the College to recruit and develop Course Reps, and to support the Student Representation system, ensuring that critical issues are identified and escalated. This will include managing relationships at the University, supporting our Officer team and Course Reps, and line managing a team of Lead Reps, who are student staff and play a crucial role in the running of our system. All with the purpose of empowering students and university staff to work in partnership and improving students' lives. There may be the occasional need to cover weekend or evening events such as Welcome, Graduation, Open Days and Elections.

Who you are:

We're looking for someone who is a confident communicator, able to support others and build strong working relationships, whether with students or university staff. You'll be organised and people-focused, able to guide student staff with a supportive but clear approach, and help students make change on the things that matter to them. You'll be able to spot the key issues that affect our members in a complex and changing environment and know where to focus your time and energy.

Why apply?

Apart from being paid for a job you will love, there are other benefits for joining us. We have a culturally diverse and progressive atmosphere; you will get generous paid holidays and flexible working patterns. We are professionals and take pride in the work that we do but we also do not take ourselves too seriously, so expect a casual dress code and work environment. You will also be eligible to apply for a TOTUM (NUS Extra) discount card, accessing a range of savings from leading retailers. Alongside that, we understand the value and importance of our staff continuously developing personally and professionally.

We're committed to equality of opportunity for all. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability status. We want to support diverse and inclusive work environments and are actively looking for people who share our values.

If you would like any further information or an informal enquiry about the role please contact Edward Robinson, Representation Manager, at edward.robinson@shu.ac.uk.

For further information and an application pack (please note we do not accept CVs without the supporting documents), please visit the Hallam Students' Union website

<https://www.hallamstudentsunion.com/jobs/>

Closing date for receipt of all applications is **10am on 24 November 2025**

1st Round Phone Calls are planned to be held on **Monday 1 & Tuesday 2 December 2025**

2nd Round Interviews are currently planned to be held on **Monday 8 December 2025.**