



Representation Coordinator

£23,382

35 hrs per week – Monday - Friday

Sheffield Hallam Students' Union is looking for an engaging and organised individual to join our Representation team. We aim to lead the Students' Union sector in Academic Representation, and the Representation Coordinator will play a key role in helping us achieve our vision.

What's the job?

As a Representation Coordinator, you'll be part of the team that is responsible for developing Sheffield Hallam's Academic Representation model, working in partnership with the University and supporting and developing Student Reps. Alongside supporting Course Reps and the relevant College Officer, you will also line manage five Department Reps, who are student staff and a key part of our Representation model.

Who you are:

Ideally you will have some experience in a role where you've acted as a mentor or supervisor to others (although line management experience is not required). You'll also have some experience of delivering training or presentations. As the role requires close partnership work with University staff, the ability to develop relationships and communicate effectively with a wide variety of audiences is crucial. Digital literacy is also important to ensure we can support and engage students in various ways.

Why apply?

Working at Sheffield Hallam Students' Union, you'll join a team of passionate and creative people who care deeply about the student experience, and every day provides a new challenge. We offer generous paid holidays, flexible working patterns, a casual dress code and working environment, and a commitment to training and developing all our staff. You will also be eligible to apply for a TOTUM (NUS Extra) discount card, accessing a range of savings from leading retailers.

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 roles please contact Ed Robinson, Representation and Democracy Manager via 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 Sheffield Hallam Students' Union website <https://www.hallamstudentsunion.com/jobs/>

Closing date for receipt of all applications is 10:00 on Monday 2 October 2023

Interviews are currently planned to be held on Wednesday 18 October 2023