

**Office use only**

Application received DD/MM/YY

Application no: UPSU22178

|  |
| --- |
| **Casual Staff Application Form**  Position Applied For: Senior Student Voice Assistant |

**Introduction**

We have designed this application form to collect all the information we require to select candidates for interview. Please do not send CVs, as they will not be considered. Your data will be processed in line with our data protection policy which can be found on www.upsu.net.

**University Of Portsmouth Information**

To qualify for a student staff opportunity you must be a current student of the University of Portsmouth. Please confirm the following information:

|  |
| --- |
| Please confirm that you are a current student of the University of Portsmouth: Yes / No  Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please give details of the Course are you currently studying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(expected graduation)* |

## Employment & Volunteering History

Please list below, details of recent relevant experience. This doesn’t just need to include employment, but any roles you’ve taken on such as voluntary work, community activities, roles within the University e.g. Course Reps etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **(month & year)** | **Job Title and Employer** | **Description of Duties** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please use the below space to explain you have the relevant skills and experience.**

* You should try and answer as many questions as you can, and if possible, you should use an example for each, but don’t worry if you can’t answer every single one - you should still submit an application.
* You should think about roles/experience you’ve had: within the University such as Course Reps or roles you have taken in lectures/seminars; any employment or voluntary work; or community activities.
* To help you formulate your answers, you could use the [STAR Method](https://uk.indeed.com/career-advice/interviewing/star-technique). You should also refer to the role description for full details.

|  |  |
| --- | --- |
| Why do you want the role? |  |
| **Role Specific Duties -** please use the below space to explain how you have the relevant experience for each section. You should and complete each box, but don’t worry if you can’t answer every single one - you should still submit an application form. | |
| **Provide Guidance and Support to the Student Voice Assistants (SVA’s)** - Ensure the SVA’s have clear work plans and provide 121 and development support. . |  |
| **Oversee Course Rep Drop In Activity and Triage Rep Queries-** Work with the Elected Officers and Faculty Reps to deliver regular support sessions for reps to discuss and triage their issues and ideas and respond to any other queries as required. |  |
| **Support the Capture of Insight Data -** Help UPSU undertake regular surveys and research; particularly the promotion and review of the StART Talking tool. |  |
| **Support with Engaging Events for Course Reps -** Oversee the organisation of community building events for Course Reps to network, work with each other, share best practice and build communities. |  |
| **Support Reps to Deliver Skills Development Activity-** Using the UPSU toolkits**,** lead and support the reps to deliver opportunities for students to develop and identify skills alongside their learning. Ensure Course Reps are able to identify and reflect on their own learning whilst in post and support the capture of recording of skills gained. |  |
| **Support Reps to Create and Deliver Course Enhancement Activity** - Lead SVAs in providing Reps with the tools to support students on their course to create and deliver course enhancement activity that compliments their studies and enriches the student experience e.g. course based societies. |  |
| **Signposting to UoP Partner Opportunities** - Lead SVAs in promoting opportunities and services across the institution and highlight any opportunities and activities that benefit the rep role, students and their skills development. |  |
| **Course Rep System Administration -** Supporting the Union administration and University liaison of the rep system in their school. This includes; Updating rep attendance at training/meetings and monitoring rep engagement. |  |
| **Support the delivery of Co-Creational activity -** Lead SVAs, and work with UPSU, Course Reps and Course teams to create, plan and deliver co- creation work. |  |
| **Support Communication to Students & Staff** - Work with SVAs to support the design and promotion of communications to Course Reps, UPSU and University staff and departments. Support the delivery of key messaging utilising social media and other tools to support and empower the reps. |  |
| **Attend Relevant UPSU/UoP Meetings -** Provide updates and feedback to UPSU/UoP outcomes and decisions from Course, Faculty and Union meetings. |  |
| **UPSU Promotion and Outreach Work -** To promote campaigns, projects and events that UPSU are working on and ensure students are aware of all the opportunities UPSU can provide them with. |  |
| **Attend Relevant UPSU/UoP Meetings -** Provide updates and feedback to UPSU/UoP outcomes and decisions from Course, Faculty and Union meetings. |  |
| **Support Union Wide Events** To be on the ground support at key UPSU events. |  |
| **Skills Required -** please use the below space to explain how you have the relevant skills for each section. You should try and complete each box, but don’t worry if you can’t answer every single one - you should still submit an application form. | |
| Ability to motivate staff and volunteers, build and maintain team relationships and problem solve proactively and reactively to support the wider team. |  |
| Ability to lead projects and follow project management tasks |  |
| A competent user of IT, particularly Microsoft Office suite and Google Drive. |  |
| Evidence of commitment to strong customer service standards. |  |
| Highly motivated and enthusiastic. |  |
| Excellent verbal and written communication skills, with the ability to relate to people at all levels. |  |
| Being an approachable friendly face who is willing to help and support staff and volunteers |  |
| Empathy and listening skills. |  |
| Outstanding organisation skills, including excellent attention to detail |  |
| A flexible and adaptable approach to work |  |
| A commitment to supporting students and creating a great student experience |  |
| A commitment to working in a fast paced environment |  |

The Union is a MINDFUL EMPLOYER® ****

Developed, led and supported by employers, MINDFUL EMPLOYER® provides businesses and organisations with easier access to information and support for staff who experience stress, anxiety, depression or other mental health conditions.

If you would like to speak to someone about Mindful Employer and any additional help and support you may require, please contact Central Administration on centraladmin@upsu.net

**Applicant Personal Information**

To ensure applications are judged on merit and to ensure the Union employs Equal Opportunities best practice, this sheet will be separated from your application.

**Your Details**

|  |  |  |
| --- | --- | --- |
| Title | First Names | Surname |
| Address | | |
| Postcode | | |
| Email address | | |
| Daytime telephone number | | |
| Evening telephone number | | |
| Notice period required for current job | | |
| Where did you see this post advertised? | | |
| To enable us to conduct a fair and impartial recruitment & selection process, please state if you are related to, or have a close personal relationship with a current member of staff or member of the Board of Trustees at UPSU.  Providing this information will not affect your application in any way:  (please state NONE if not applicable) | | |
| Declaration  I declare that the details contained in this application are correct to the best of my knowledge and in particular that I have not omitted any material facts that have a bearing on my application.  Signed Dated: D D/M M/Y Y | | |

**Right to Work in the UK**

Please confirm you are eligible to work in the UK:

|  |
| --- |
| Right to work in the UK: YES/NO  Visa Restrictions (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 

**Declaration**

Please confirm the following information:

|  |
| --- |
| Have you ever been convicted of a criminal offence? YES/NO  If yes, please give details (except for convictions regarded as spent under the Rehabilitation of Offenders Act 1974): |

**Equal Opportunities Monitoring and Support Request Form**

To ensure applications are judged on merit and to ensure the Union employs Equal Opportunities best practice, this sheet will not be linked to any information that can identify you and will be separated from your application and personal details form.

The University of Portsmouth Students Union aims to support its people to have the best experience while at work, enable all employees to be their authentic self and ensure processes, adjustments or support is put in place to ensure an equitable experience in our recruitment processes through to appointment. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We may benefit from supporting applicants with one or more of the protected characteristics to create a diverse workforce; if you feel comfortable please let us know how we can support you best. **While we need your help and co-operation to enable us to do this, filling in this form is voluntary.** The information provided will be kept confidential and will only be used for monitoring purposes. If you have any questions about the form contact jobs@upsu.net.

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

**White**

English/Welsh/Scottish/Northern Irish/British

Irish

Any other White background, please describe:

Prefer not to say

**Mixed/Multiple ethnic groups**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed/Multiple ethnic background, please describe:

Prefer not to say

**Black/African/Caribbean/Black British**

African

Caribbean

Any other Black/African/Caribbean background, please describe:

Prefer not to say

**Asian/Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, please describe:

Prefer not to say

**Other ethnic group**

Prefer not to say

Any other ethnic group, please describe:

Prefer not to say

**Gender**

Male

Female

Intersex

Non-binary

If you prefer to use your own gender identity, please write in:

Prefer not to say

Is the gender you identify with the same as your gender registered at birth?

Yes

No

Prefer not to say

**What is your sexual orientation?**

Heterosexual

Gay

Lesbian

Bisexual

Asexual

Pansexual

Undecided

If you prefer to use your own identity, please write in:

Prefer not to say

**What is your religion or belief?**

No religion or belief

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Prefer not to say

If other religion or belief, please write in: 

**Disability:**

The University of Portsmouth Students’ Union is committed to doing whatever we can to support anyone with a visible, invisible, neurodiverse or any other disability. We would like to be able to support candidates by putting reasonable adjustments or support mechanisms in place that would allow for an equal opportunity from recruitment through to appointment.

Applicants are invited to contact us if you feel that any additional support would be beneficial to you in confidence at any point during the recruitment process. Applicants are invited to discuss steps that could be taken to overcome operational difficulties presented by the job, or if any adjustments or support are required. Please note, there will be other opportunities to share ways in which we can support candidates after the recruitment process if successful. If you require any assistance, support or adjustments, please tell us in the space below:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………