

## Democracy and Campaigns Assistant - JOB ROLE

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| <b>Job Title</b>           | Democracy and Campaigns Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Salary Range</b>        | £13.45 per hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Hours of work</b>       | 14 hours per week during term time (this may include some evening and weekend work)                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Reporting to</b>        | Function Manager- Representation and Democracy                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose of the Post</b> | The Democracy and Campaigns Assistant will support the Representation Team with the delivery of the Democratic Representation practises at UPSU, including Student Council and Have Your Say. They will support the Representation Team in their provision of support, guidance and implementation of student campaigns and the campaigns of elected representatives. The assistant will also be required to support the planning and delivery of key Representation projects. |

### ROLE SPECIFIC DUTIES

#### **Democratic Process Support**

- **Facilitate and manage the support of the Union's democratic processes** - Providing support to the Representation Specialists in their duties of support, training and promotion to maintain and deliver accessible democratic systems, ensuring the administration of processes are up to date and effective, highlighting any risks where appropriate. With Representation Manager, review and renew processes and ways students can engage with the Union's democratic procedures.
- **Student Council** - Support the delivery and tracking of Student Council meetings, including setting agendas, taking minutes and sharing information with UPSU staff and the wider student body (where required).
- **Have Your Say** - Support Representation Specialist with monitoring and updating the Have Your Say petition platform.
- **Partnership Support** - Work with Representation Team to build and maintain partnerships with other Students' Unions and key stakeholders from the sector community.
- **PCAT (Post council action team)** - Work with Representation Manager to inform and update the campaign forum on developments with student campaigns from Student Council and Have Your Say.
- **Student Council Training** - Support Representation Specialist with the planning and delivery of Student Council training programme.

#### **Campaign Support**

- **Support Elected Officers campaigns** - Work collaboratively with Projects Specialist (Campaigns) to support the planning and delivery of Elected Officer campaigns from Student Council (where required).
- **Support Student Representative campaigns** - Support the planning and delivery of Student Representative campaigns and projects from Student Council (where required).

#### **Other Duties**

- **Support the Planning and Delivery of Representation Projects** - Support the focus team with a variety of key projects.
- **UPSU Promotion and Outreach Work** - To promote campaigns, projects and events that UPSU are working on and ensuring students are aware of all the opportunities UPSU can provide them with. Support the delivery and growth of our social media presence within departments.
- **Support Union Wide Events** - To be on the ground support at key UPSU events.

## GENERAL DUTIES

- At all times staff are required to work collaboratively with colleagues and elected student representatives across the Union.
- All staff are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All staff are individually and collectively responsible for working to the Union's values.
- To ensure that stakeholders' expectations are exceeded, whenever possible staff will be required to support the gaining of and acting on feedback as part of day to day activity.
- The Union considers regular and ongoing personal development/training as essential to role delivery and Union development. It is expected that staff undertake any such development/training offered as is reasonably practicable.
- The nature of the post will, at times, require additional commitment for other Union Wide events and projects.
- All casual staff are reminded that any hours/shifts offered to them are not compulsory. Casual staff are able to reject an offer of work if they are unable to complete it.

## SKILLS REQUIRED

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|---------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Technical Skills</b>                     | A competent user of IT, particularly Microsoft Office suite and Google Drive.                          |
|                                             | An understanding of and commitment to the Union's democratic and representative structures.            |
|                                             | Evidence of previous campaigning experience is desired.                                                |
|                                             | Knowledge or experience of delivering projects and achieving change is desired.                        |
| <b>Communication Skills</b>                 | Evidence of commitment to strong customer service standards.                                           |
|                                             | Highly motivated, proactive, energetic and enthusiastic                                                |
|                                             | Excellent verbal and written communication skills, with the ability to relate to people at all levels. |
|                                             | An ability to engage students, both physically and digitally.                                          |
| <b>Organisation Skills &amp; Work Ethic</b> | Outstanding organisation skills, including excellent attention to detail.                              |
|                                             | A flexible and adaptable approach to work.                                                             |
|                                             | A commitment to working in a fast paced environment.                                                   |
|                                             | The ability to work independently and as part of a wider team.                                         |

I \_\_\_\_\_ (*print name*), by signing below, agree with the above Job Description

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_