

JOB DESCRIPTION

Job Title	Union Projects Specialist
Salary Range	£25,500 - £29,000 basic per annum
Hours of work	Full Time - 35 hours per week
Reporting to	Senior Student Opportunities Manager - through to Deputy CEO
Responsible for	Student Staff and Volunteers as required
Purpose of the Post	<p>Responsible for: working with the Student Opportunities team to deliver the assigned objectives of the Projects resource.</p> <p>The Union Projects Specialist is responsible for supporting, facilitating, developing and delivering Union's Projects, including: events, campaigns, training and change projects for and with students, as identified by student communities, Elected Officers or Union functions</p> <p>The Union Projects Specialists are the expert project managers for the Union, providing practical support, advice and guidance as well as being responsible for ensuring that Union/matrix resources are appropriately allocated to facilitate and deliver the Union Wide and own function specific workstreams as needed.</p> <p>The postholder will also ensure that they support the wider function team to deliver the function objectives and goals. This includes deputising for colleagues within the function when and where required.</p>

ROLE SPECIFIC DUTIES

- **Responsible for the delivery of the assigned objectives of the projects resource**- Support the delivery of the agreed outcomes & requirements, Projects budget management, department resources and risk management (operational, reputational and legal risks), support the upholding and delivery of departmental objectives to fulfil the UPSU vision, values and strategy.
- **Line management of Student Staff** - Where appropriate support the recruitment, induction and training of student staff, ensuring their understanding and adherence to expectation of work assigned, recognising their success and working with Line Manager to address any concerns
- **Oversight of Volunteers** - Support the recruitment of volunteers, induction and training, ensuring their understanding and development and recognising their successes.
- **Facilitate and manage the support for delivery of the Union projects, events, training and campaigns** - Working with department and task force colleagues to devise, plan and execute the appropriate activity to deliver the change required by members of the student community as informed from the various channels into the Union (including working with the Insights team (data) to gather data and research to inform current ideas, themes & proposals). Provide toolkits where appropriate for various types of project. Undertake, implement and continuously review processes to ensure relevance and effective project working
- **Facilitate and manage the support for delivery of matrix structures for projects** - Supporting the setting up of appropriate 'task-forces' for each event/campaign/training or other change project (where required), working as or with each project lead to ensure the adherence to agreed project plans, timelines and budgets. Work with the Senior Operations Manager to review/renew and change taskforces where they are ineffective and report lack of taskforce engagement where appropriate.
- **Facilitate, manage and support relevant and effective processes and systems (delivery and impact capture)** - ensuring there are systems appropriate processes in place to record, track, report, review and renew activity,emerging trends/themes/areas of focus and impact recording and reporting.
- **Facilitate and support assigned Elected Officer Manifesto Support as required** - supporting the Elected Officers (and other representatives where required) to understand and identify how to work with the institution to achieve their manifesto. Ensuring the Elected Officers are fully supported in their roles. Work

with Representation to ensure complete support of all officer manifesto and emerging projects.

- **Supporting Projects and Objectives of the Wider Student Opportunities team** - to provide support to delegated Union Wide and officer matrices as identified within the team and to hold and maintain an understanding of the Student Leaders resource in order to support students, UPSU staff and Elected Officers with project delivery and processes that support Student Leaders and Student Groups as and when required.
- **Critical University Partnership Support** - Embedding Union projects and activity across campus to create strong partnerships and networks for identifying collaborative project opportunities with the University of Portsmouth and external partners and maintain and strengthen our partnership across the University
- **Support development of & collaboration with external partners** - source new partnerships and collaborations with external partners, creating and maintaining new relationships to benefit projects as required.
- **Elected Officer/Student Volunteer Support** - Support the relevant elected officer and relevant student executives and volunteers in their roles as required. Embed the involvement of elected reps in delivery and development of activity.

GENERAL DUTIES

- The Union operates on a matrix framework, so in addition to responsibilities relating to own job role all employees will be required to work on Union wide projects and may be required to manage people and resources outside their distinct role remit. At all times employees are required to work collaboratively with colleagues and elected student representatives across Union projects and work streams as required.
- All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All employees are individually and collectively responsible for working to the Union's values.
- To ensure that stakeholders' expectations are exceeded whenever possible employees 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 employees undertake any such development/training offered as is reasonably practicable.

[COMPETENCY AND RESPONSIBILITY FRAMEWORK](#)

[PERSON SPEC](#)

OTHER DUTIES

The nature of the post will, at times, require additional commitment over and above normal responsibilities and hours. The requirements will always be commensurate with the role and employees are required to undertake such duties as requested.

I _____ (print name), by signing below, agree with the above Job Description

Signed: _____ Date: _____