



London Met Students' Union

Job Title:	Representation & Democracy Coordinator
Effective Date:	1 st August 2024
Salary:	£29,500
Report To:	Advocacy & Communications Manager
Responsible For:	Coordination of student representation and democratic systems and processes
Direct Reports	None

Main Duties and Responsibilities:

Representation

- Support the Advocacy & Communications department in building evidence based systems to manage student feedback and enable our elected Student Officers to be impactful advocates for our members.
- Develop our representation and democratic structures, ensuring they are effective, accessible and in line with best practice and achieve high levels of student engagement
- Coordinate an effective Student Reps scheme supporting and empowering Reps to raise issues and highlight best practice to improve the student experience at London Met.
- Provide support to Elected Officers, ensuring that they are briefed, prepared and feel empowered to raise, discuss and effect positive change on the issues facing students with the University and externally
- Provide training and support to elected Officers, student representatives and other student volunteers, enabling them to effectively represent the student voice
- Coordinate volunteers effectively, ensuring that participants in our representative structures feel empowered and engaged in the Students' Union's work
- Work with the comms team to develop and maintain relevant, useful and engaging content and resources across the Students' Union's website and the University's Virtual Learning Environment
- Plan, coordinate and develop Student Council, Committees and other relevant meetings as forums for student leaders to represent the student voice, ensuring they receive effective support
- Work with the Advocacy & Communications department and elected Officer team to support the development and delivery of Education, Welfare and Liberation policies, projects, initiatives and campaigns
- Ensure that our representative systems are accessible and inclusive

Democracy

- Be the champion of, and expert in, the Students' Union's democratic functions
- Coordinate and support the effective delivery of all Students' Union elections, including nominations, candidate training and voting, taking actions to ensure high levels of participation and engagement
- Ensure that candidates in elections receive the appropriate training and support to enable them to campaign effectively
- Support the induction of Elected Officers and provide ongoing support and guidance in delivering their manifesto commitments and turning their ideas into measurable goals
- Ensure accurate and up-to-date records are kept on elections candidates, committee and student council members and student representatives
- Coordinate and ensure the effective running of other democratic functions and events, including referenda, members meetings and the AGM
- Coordinate volunteers effectively, ensuring that participants in democratic processes feel empowered and engaged in the Students' Union's work
- Maintain the 'Democracy' section of the Students' Union's website and work with the comms team to ensure regular communication and updates on democratic processes and activity
- Ensure that our democratic functions are accessible and inclusive

Stakeholders

- Develop and maintain effective professional relationships and networks with colleagues throughout the Students' Union and University to facilitate effective student representation
- Build and maintain networks across the Student Movement to stay up-to-date with and maintain knowledge of sector developments and best practice
- Champion student voice across the Students' Union and University and ensure that students are involved in the co-creation, delivery and evaluation of our work
- Supervise the activities and tasks of student staff working within the team, provide support and contribute to their development

Governance

- Review and keep up to date the Students' Union's governance documents, ensuring the correct version is accessible on our webpages

Finance and Compliance

- Ensure representation and democracy activity is within agreed budgets and contribute to budget planning
- Adhere to all policies and procedures, and ensure all campaigns, engagement activity and democratic processes are fully compliant with Students' Union and relevant University policy, legislation including the Education Act, GDPR and health and safety

Miscellaneous/ Other Duties:

- Work across all sites as necessary
- Act as an ambassador for the Students' Union, promoting a positive image, in everything that you do
- Attend meetings and training events as required to aid Students' Union and personal development
- Undertake training and develop specialist knowledge in appropriate areas
- Review, plan and evaluate individual training needs, encouraging a learning and development culture
- Comply with and promote the environmental and sustainability policies and practices within the Students' Union
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with all colleagues and activities. This may involve undertaking duties in support of the activities and services of other areas of the Students' Union
- Carry out all duties in accordance with Students' Union policies designed to protect members of staff or students from harassment. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the Students' Union and University Health and Safety Policies, Codes of Practice and local arrangements
- Cooperate with the line manager or any other person with specific responsibility for health and safety, to enable the Students' Union's and University's responsibilities under the Health and Safety at Work Act to be performed
- Demonstrate a commitment to working in a democratic environment

The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required. The job holder may undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder. This job description does not constitute part of the contract of employment.

Review Clause:

This is a description of the job as it is presently constituted. It is the Students' Union's practice to periodically examine job descriptions and to update them to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes. This procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. When a manager seeks to amend or vary the job description it will seek to do so with the agreement of the employee, giving consideration to any representations they may wish to make. Where agreement is not possible, the manager will confirm the changes to the job description to the employee in writing, together with the date from which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means are appropriate. Where changes are made to a job description, consideration will be given to whether the post should be subject to re-evaluation depending on the extent and scope of the changes.

Person Specification

Attributes	Relevant Criteria	How Identified	Rank
1. Relevant Experience	Working within a governance or democratic services role	Application form and Interview	D (Desirable)
	Developing, delivering and evaluating training programmes and sessions		E (Essential)
	Managing or supervising volunteers		E
	Effective meeting administration including production of agendas / papers / minutes		E
	Working in a higher education, democratic and/or campaigning organisation		D
	Producing written reports to a high standard	Application Form	E
2. Education and Training	Educated to degree level or equivalent, or relevant professional qualification, e.g., policy, volunteer management, research or governance	Application Form and Interview	D
3. General & Special	Able to demonstrate knowledge of trends and best practice in student representation and democracy	Application Form	E

Knowledge	Able to demonstrate an understanding of the student movement and higher education sector		E
	Able to demonstrate knowledge of issues affecting students in higher education		E
4. Skills & Abilities	Able to chair / coordinate meetings including minute-taking, preparing agendas and papers and ensuring actions are recorded and followed-up on	Application Form	E
	Able to work and collaborate with a wide range of stakeholders at various levels and adapt tone and content to diverse audiences		E
	Excellent time management skills including the ability to prioritise and manage a large caseload	Application form and Interview	E
	Excellent interpersonal skills and the ability to communicate effectively in a variety of ways and situations		E
	Confident IT skills including using MS Office and other digital tools		E
	Able to deliver engaging and effective training / facilitate workshops with diverse audiences		E
	Able to conduct and analyse research, work with / draw conclusions from and report on statistical data		E

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a shortlist.