



The University of York / The Student Centre
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UNIVERSITY OF YORK STUDENTS' UNION JOB DESCRIPTION Representation & Democracy Development Coordinator

(1) BACKGROUND INFORMATION

The University of York Students' Union (YUSU) is a democratic organisation that represents the interests of all the students at the University. It is run by student elected officers working with a small team of permanent staff to provide numerous services (i.e. shop, entertainments, minibus hire, printing, welfare support and the Courtyard Bar). It funds many societies and clubs, together with the York Sport, Student Action, RAG and the Junior Common Rooms (the social and welfare groups in each of the seven colleges). The administrative base for the Students' Union and its affiliates is the Student Centre, near James College.

YUSU promotes, encourages and co-ordinates student representation across the University's 28 departments. There are various avenues open to students to help develop all their abilities, skills, talents, personalities, interests and potential while at University, for example from being directly involved in the committee structures of YUSU or become a member of a club, society or voluntary activity.

(2) OVERALL PURPOSE OF THE JOB

To provide high level coordination and development support to YUSU's highly regarded student representation and democratic structures. The Representation and Democracy Coordinator will be responsible for administrative support, ensuring strong and regular communication within the structure whilst supporting long term planning within YUSU. To assist and, where appropriate, take the lead in reviewing and redesigning current structures with a view to improving accessibility, increasing levels of participation and enhancing the quality of experience for York students. To coordinate and support YUSU democratic processes e.g. General Meetings & Students' Union Council. To progress projects as directed by the Membership Services Manager. YUSU envisages that this post will develop over time and that the post holder is expected to be proactive, not just receptive to these changes.

(3) LINE MANAGEMENT

Your immediate Line Manager is the Membership Services Manager (MSM).

(4) REGULAR LIAISON WITH

The post involves regular liaison with course representatives, Students' Union council members, Sabbatical Officers; as well as YUSU staff, members of University of York staff and staff of other universities/ students' unions.

(5) TRAINING

YUSU recognises that its staff are a valuable resource and aims to provide training and development for staff as far as possible. You will be required to attend any training sessions as are deemed necessary for you to carry out your particular duties.

(6) TASKS

- To develop and deliver an effective means of academic representation at the University of York.
- To work with elected officers and University staff to ensure the continued development and success of the representation system.
- To administer and oversee all democratic processes from Course Representatives Elections to general meetings.
- To keep up to date with issues facing students in Higher Education, and monitor institutional, local and national policy developments to ensure that Officers are well briefed.
- To maintain records and monitor issues discussed within both the departments and the YUSU committee structure, while developing YUSU's institutional knowledge.
- To work with other YUSU staff on related projects.
- To develop networking opportunities for all representatives both institutionally and nationally.
- To design and deliver training and resources for representatives.
- To prepare reports and other relevant publications to enable representatives to work effectively.
- To implement systems that will evaluate the different representative systems and to measure their impact across the University.
- To ensure that policy decisions are implemented through a transparent democratic and representational system and that they comply with external regulations and internal requirements.
- To support a framework in which Students' Union campaigns are enabled and can flourish.
- To contribute to YUSU reports and publications as directed by the Membership Services Manager.
- To abide by YUSU Constitutions and policies.
- To work within, promote and uphold the student led and democratic ethos of YUSU.

This is not a comprehensive definition of tasks. The post holder will be expected to undertake any work that comes within the job remit. The job description will be kept under constant review and will be changed according to the requirements of YUSU. Discussions will be held with the post holder regarding any major changes.

(7) VALUES & ATTITUDES

The post holder is expected adhere to:

- All YUSU's operational policies including the equal opportunities guidelines.
- A high standard of Customer Care.
- Carrying out the duties of their role within YUSUs Health and Safety guidelines.

(8) SALARY

Starting at £18,117 per annum.

(9) HOURS OF WORK

Monday to Friday, full time with daily hours normally from 9am to 5pm. However, a significant level of flexibility is necessary to fulfil the needs of the role during term-time. Occasional evening and weekend work will be expected in order to meet the needs of the post. You are entitled to 38 days holiday (30 days plus 8 public holidays) per annum.

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