



The Union

Job Description: Academic Representation Coordinator

Department: Membership Services: Academic Representation	Location: Based in Manchester. Occasional travel to other Union sites may be required.
Job Title: Academic Representation Coordinator	Job Grade: OS1 £24,386.99 to £26,312.62 per annum
Reporting to Job Holder (include Job Title): Kathryn Cribbin, Academic Representation Manager	
Responsible for: Supervision of the faculty engagement staff in conjunction with the Academic Representation Manager.	
Overall purpose of the Job: to coordinate and deliver faculty voice plans including Course Rep project, advisory groups, SVMs and NSS development plans. To support the Academic Representation team with any activity, projects and campaigns that ensure the effective representation of the academic interests of students at MMU.	
<p>Main activities/tasks:</p> <p>In conjunction with the Academic Representation Manager;</p> <p>Course Reps</p> <ul style="list-style-type: none"> • Coordinate and develop a Course Rep scheme that accurately and legitimately represents Manchester Met students and creates positive change • Lead on the Course Rep recruitment plan and training, including the delivery of the lead volunteer program • Deliver creative and effective promotion methods to increase engagement with the Course Rep role • Develop and facilitate an effective support for empowering Course Reps, • Organise and deliver events and workshops for Course Reps around particularly issues identified as relevant to their academic community • Maintain a partnership approach to delivering the Course Rep scheme, through positive relationships with University stakeholders and Union colleagues. • Produce effective and timely communications which provide Course Reps with information relevant to their role, including opportunities to lobby for student-led change • Develop digital and physical resources available to Course Reps throughout the year, in collaboration with relevant MMU and the Union departments • Deliver systems for recording and promoting the impact of student representation on academic matters. <p>Faculty Engagement staff</p> <ul style="list-style-type: none"> • Supervise and support the Faculty Engagement Assistants throughout the year in the delivery of faculty voice plans • Support the Academic Representation Manager with Faculty Engagement Assistants recruitment and induction, monitor staff progress against KPIs, providing support and guidance as required • Organise regular team meetings that are focused on plans and targets <p>Academic Representation</p> <ul style="list-style-type: none"> • Support the Academic Representation Manager with any projects, consultations or research into the academic experience at MMU • Support the Academic Representation Manager to prepare briefings or guidance for officers ahead of meetings <p>Wider Union activity</p> <ul style="list-style-type: none"> • Work collaboratively with other teams in the delivery of union wide projects 	

The post holder shall:

- Attend meetings and training events as required.
- Comply with Union policies, procedures and constitution at all times.
- Comply with Environmental Legislation and both support and promote measures introduced within the Union to lessen environmental impact.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- Have a flexible approach to duties and work and, in particular, adopt a team work style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments.
- Understand and uphold the mission, vision and values of the organisation and be always guided by them in the course of work.

Other features of the Job (including working conditions, etc.):

- 37 hours per week.
- Evening and weekend working will be required.
- 26 days of annual leave plus six closure days and bank holidays

NB.

- 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 Description may be subject to amendment from time to time after discussion with the post holder.
- This job description does not constitute part of the contract of employment.



	Essential	Desirable
Education Qualifications	<ul style="list-style-type: none"> • A good level of education or significant experience in a similar role 	<ul style="list-style-type: none"> • A degree or equivalent • Train the Trainer • Project management training
Training Technical Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to prioritise and handle multiple tasks 	<ul style="list-style-type: none"> • Experience writing reports • Experience coordinating projects • Experience of delivering training
Experience (Knowledge)	<ul style="list-style-type: none"> • A good understanding of representation and influence • Understanding of HE issues and issues affecting HE students • A good understanding of the support needs for course reps/volunteers 	<ul style="list-style-type: none"> • Experience of working within a membership led or volunteer organisation • A good understanding of the principles of governance and democracy.
Personality Characteristics	<ul style="list-style-type: none"> • Ability to work as part of a team and in collaboration with other teams. • Excellent interpersonal skills, able to build appropriate relationships with people at all levels. • Ability to work flexibly and adapt well to change • An excellent understanding of diversity and inclusion in practice • High standards of personal integrity 	<ul style="list-style-type: none"> • Ability to develop and to apply creative and innovative solutions.