



The Union
Job Description: Faculty Liaison Coordinator

Department: Membership Services: Membership Development	Location: Based in Manchester. Frequent travel to other Union sites will be required.
Job Title: Faculty Liaison Coordinator	Job Grade: OS1 £22,105 per annum Permanent
Reporting to Job Holder (include Job Title): Membership Development Manager	
Responsible for: Supervision of the Faculty Organisers in conjunction with the Membership Development Manager	
Overall purpose of the Job: To lead targeted faculty level representation and student engagement with: course representation; academic societies; faculty representation mechanisms; faculty plans; broader union led opportunities. To oversee the delivery of opportunities for students to engage in academic representation and promotion of union led opportunities in faculty. To ensure students have full input on matters relating to their academic experience in faculty. To coordinate projects and reports relating to academic quality and the wider student experience in faculty.	
Main activities/tasks: In conjunction with the Membership Development Manager; Course Representation Coordinate the Course Representation scheme. This includes: <ul style="list-style-type: none">• Recruiting and training course representatives• Administration of the course representation data base• Providing Course reps with regular timely information to shape their activity.• Coordinating mechanisms to garner feedback from course representatives to identify common issues and experiences.• Measuring and promoting the impact of student representation on academic matters.• Supporting the Membership Development Manager in working with the Education Officer on relevant plans, projects and campaigns• With colleagues support the relevant sub groups and ensure appropriate reports are available for consideration.• Working with MMU and Union staff on initiatives and events that reward and recognise Course Representatives Faculty Liaison <ul style="list-style-type: none">• Act as the first point of contact for faculty colleagues in the University.• Work to support the University in achieving its quality targets for education, including coordination of the union's contribution to reviews and audits.• Creation of targeted faculty plans to identify and deliver improvement in areas of low student satisfaction as identified through survey or student feedback.• Maintain a partnership approach to work, particularly through positive relationships with university stakeholders and Union colleagues.• Promote participation in Union led activity across all faculties Faculty Organisation <ul style="list-style-type: none">• Recruitment, development and support of a team of faculty based organising staff.• Monitor Organisers progress against KPIs, including hours worked and activity, providing support and guidance as required.• Organisation of regular team and individual meetings.	

- Oversee the delivery of targeted faculty work plans designed to deliver improvements in areas of low satisfaction or participation across academic representation, volunteering, fundraising, inclusivity-based activity, elections and student group development (in particular academic societies)

Academic Quality

- Develop expertise in quality assurance and academic matters at MMU.
- Support the Membership Development Manager to produce evidence for quality-focused reports produced on a regular basis.
- Work with other departments to promote the National Student Survey and other feedback mechanisms as required, work towards increasing response rate and distributing the results.
- Work with relevant elected officers and staff to raise the profile of Union and university campaigns and events related to academic representation and quality.

The post holder shall:

- Be mindful of all aspects of diversity and how it affects the student experience and ensure equality of opportunity is at the core of their work
- 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. (Expected operating hours 9.30 to 4.30 Mon-Fri)
- Occasional evening and weekend working will be required.
- 26 days of annual leave plus six closure days and bank holidays
- Generous contractual sick pay.

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.
- Details correct at 1st September 2020



The Union

Person Specification: Faculty Liaison Coordinator

	Desirable	Essential
Education Qualifications	<ul style="list-style-type: none"> A degree or equivalent Train the Trainer 	<ul style="list-style-type: none"> A good level of education or two years' experience in a similar role
Training Technical Skills	<ul style="list-style-type: none"> Experience of working in a membership organisation, charity or within the public sector A good understanding of data protection law 	<ul style="list-style-type: none"> High standard of computer skills; including knowledge of Microsoft Office packages Excellent verbal and written communication skills Experience of writing reports, briefings for other departments Good organisational, numerical and analytical skills
Experience (Knowledge)	<ul style="list-style-type: none"> Experience of working within a membership led or volunteer organisation Knowledge of higher education institutions and issues affecting students Experience of organising events A good understanding of the law and policy relating to the development of higher education A good understanding of the principles of governance and democracy. Experience of supporting or supervising volunteers or staff members 	<ul style="list-style-type: none"> A sustainable approach to work that ensures success for the future. An understanding of issues relating to participation and involvement in the higher education environment Experience of working with a partner institution An understanding of academic quality processes and its application within universities. Demonstrable experience of leading a range of representative projects and initiatives Excellent organisation and prioritisation skills and the ability to work to multiple deadlines An excellent understanding of diversity and of the principles and practice of equal opportunities. Experience of working within representative feedback systems Experience of delivering training to students or staff members
Personality Characteristics	<ul style="list-style-type: none"> Ability to develop and to apply creative and innovative solutions. A dynamic, people focused approach to work 	<ul style="list-style-type: none"> Ability to work as part of a team and in collaboration with other teams. Ability to work under pressure and exhibit a can-do attitude. Independent and self-reliant, being able to work without close supervision. Excellent interpersonal skills, able to build appropriate relationships with people at all levels.

		<ul style="list-style-type: none"> • Present a flexible, member-orientated approach to work. • Ability to manage working time effectively and prioritise projects appropriately. • An ability to demonstrate the organisational values in all work activity.
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