



## The Union

### Job Description: Faculty Organisers x 3

<b>Department:</b> Membership Services	<b>Location:</b> Based in The Union's Manchester site and in faculties.
<b>Job Title:</b> Faculty Organisers x 3	<b>Job Grade:</b> O2 - £18,924 to £19,895 per annum Fixed term contract to 31 <sup>st</sup> August 2024
<b>Reporting to Job Holder</b> Academic Representation Manager via Academic Representation Coordinator	
<b>Responsible for:</b> Course Reps	
<b>Overall purpose of the Job:</b> To deliver targeted faculty plans that drive engagement with Union activity, such as Course Reps, academic representation mechanisms, volunteering opportunities, and academic societies.	
<b>Main activities/tasks:</b>  <b>Course Reps</b> <ul style="list-style-type: none"><li>▪ Support the Academic Representation Manager with the recruitment of Course Reps, and monitor the numbers of registered and trained Course Reps in faculties</li><li>▪ Assist with the delivery of Course Rep training</li><li>▪ Act as a first point of contact for Course Reps, and provide support and guidance to Course Reps throughout the role</li><li>▪ Organise and deliver a calendar of events for Course Reps</li><li>▪ Drive mass usage of the online feedback tool, and monitor and, where necessary, act upon the feedback collected through the tool.</li></ul> <b>Faculty work</b> <ul style="list-style-type: none"><li>▪ Work with the Academic Representation Manager and Education Officer to represent and support the academic experience in each faculty</li><li>▪ Produce regular briefings and reports on activity in your faculty, including changes that have been made as a result of Course Rep contributions</li><li>▪ Attend relevant faculty committee meetings, and other meetings with University and Union staff where appropriate</li><li>▪ Create and maintain networks with key members of faculty staff</li></ul> <b>Academic representation</b> <ul style="list-style-type: none"><li>▪ Support Union and University consultation with students about aspects of their academic experience</li><li>▪ Support the Academic Representation Manager and Education Officer with reports, projects and campaigns related to academic experience</li></ul> <b>Academic Societies, Volunteering and wider Union activity</b> <ul style="list-style-type: none"><li>▪ Encourage setup of and engagement with academic societies in faculties, and work with Union staff to support existing academic societies</li><li>▪ Work with Union and faculty staff to identify volunteering opportunities for students</li></ul>	

- Raise awareness of existing volunteer opportunities and encourage engagement in faculties with The Union's Volunteering Portal
- Drive engagement in Union led campaigns and projects such as sustainability and inclusivity-based activity, campaigns and elections.

### **General**

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.
- Evening and weekend working may 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.



## The Union Person Specification: Faculty Organiser

	Essential	Desirable
<b>Education Qualifications</b>	A recent graduate from MMU.	To have been a Course Rep.
<b>Training Technical Skills</b>	<p>Good level of computer skills; including knowledge of Microsoft Office packages.</p> <p>Excellent verbal and written communication skills.</p> <p>Good numerical and analytical skills.</p>	Experience designing and delivering training.
<b>Experience (Knowledge)</b>	<p>Knowledge of issues affecting students in higher education.</p> <p>An understanding and appreciation of the principles and practice of equal opportunities.</p> <p>An appreciation of the importance of student academic representation.</p>	<p>Experience of supporting volunteers</p> <p>Experience of organising events</p> <p>An understanding of NUS, students' unions and the role of elected officers.</p>
<b>Personality Characteristics</b>	<p>Independent and self-reliant, able to work without close supervision.</p> <p>Ability to manage working time effectively and prioritise projects appropriately.</p> <p>Ability to empower, motivate and facilitate others.</p> <p>Excellent interpersonal skills, able to build appropriate relationships with people at all levels.</p> <p>Positive about working in a student-led environment.</p> <p>Enthusiastic and committed to student representation.</p>	

