



<b>Job title:</b>	Representation and Democracy Manager
<b>Responsible to:</b>	Director of Membership Support and Development
<b>Responsible for:</b>	Academic Representation Coordinator, International Engagement Coordinator, Policy and Campaigns Coordinator, Welfare and Equality Coordinator
<b>Department:</b>	Representation and Democracy
<b>Closing date:</b>	10am, Monday 25 February 2019
<b>Interviews:</b>	Wednesday 13 March 2019

### **About Edinburgh University Students' Association**

Edinburgh University Students' Association is an award-winning organisation, which exists to provide diverse services, representation, and welfare support to the community of over 41,000 students at the University of Edinburgh. All students enrolled at the University gain automatic membership to the association. By providing opportunities, helping to create change and offering support, we're here to help students get the most out of their time at Edinburgh.

Edinburgh University Students' Association in its original form was founded in 1884. Today, Edinburgh University Students' Association is a body of approximately 140 full-time staff, 400 part-time student staff and five elected Sabbatical Officers; working to keep the student experience at the centre of all we do.

Edinburgh University Students' Association has four venues around the University of Edinburgh campus – King's Buildings, The Pleasance, Potterrow and Teviot Row House – which house our offices, cafés, bars, clubs, spaces for students to meet, study and socialise. We are a registered charity and all of the income we generate from our commercial activity goes back in to supporting our members.

### **Our values**

Our core values are the most important way in which we define who we are. They guide our strategy, inform our everyday decisions and influence our behaviour, both as an organisation and as individuals representing the Students' Association.

- Students first
- Home from Home
- A place for all
- Power to change

### **Shared competencies**

We also have a set of shared competencies which we strive to hold across the organisation:

- Communicating effectively
- Customer focus
- Delivering results
- Initiative and creativity
- Teamworking
- Knowledge & skills development

You can find out more about us and our work by visiting [eusa.ed.ac.uk](http://eusa.ed.ac.uk)

## **Departmental Context**

The Representation and Democracy Team provides support to student representatives across a range of policy areas related to student life, and delivers projects and campaigns in relation to these. Areas of work for the department include but are not restricted to academic experience, student welfare, wellbeing and mental health, student funding, international student experience, housing, sustainability, equality, diversity and liberation. In delivering work in these areas the Representation and Democracy Team aim to ensure that our members' voices and needs are heard, responded to and represented effectively in a way which has a positive and sustained impact.

We have recently transformed our democracy and governance, including introducing new democratic structures and representative roles. This included a refocusing and expansion of our sabbatical officer roles, moving from 4 – 5 with specific roles focused on Welfare, and Community; the introduction of Activities Reps to encourage wider student involvement in Association decision making; strengthening of our Liberation Officer roles and support. These are having positive impact with increasing levels of engagement, and we are keen to ensure this positive progress continues – this particular role is key to continuing to develop and deliver effective outcomes and impact.

## **Job Description**

### **Job purpose and general information:**

The Representation and Democracy Manager is responsible for the effective provision and development of support for student campaigning, representation and democratic systems at the Students' Association, to support impactful student change. The postholder is responsible for ensuring students are at the heart of decision-making on issues that matter to them both within and beyond the Association and the University. Key functions include: support for student representatives at all levels within the University, including our 5 sabbatical officers; effective operation of representation structures and processes; delivery of campaigns and related activities; support for wider governance arrangement

### **Duties and Responsibilities:**

#### **Leadership, line management and support**

- Manage, motivate and support the Representation and Democracy team to consistently deliver high standards of performance and effectiveness, ensuring agreed objectives and plans are met.
- Support organisational success by ensuring that the training & development needs of the team are identified and delivered as appropriate. This should be achieved through both the annual appraisal and development planning process, as well as through ongoing performance management activities.
- Provide mentoring, coaching and support to direct reports as necessary to ensure they are properly equipped to manage the performance and development of their wider teams.
- Lead the development and delivery of relevant key changes in support of the organisation's strategic objectives.
- Responsible for ensuring effective management, successful delivery and ongoing evaluation of projects run by the department, including Global, Teaching Awards etc.

- As part of the wider Membership Support and Development team, work collaboratively on the development and delivery of wider initiatives;

### **Support for student representation and leadership**

- Ensure effective support for the Students' Association's democratic structures and processes and those participating in them. This includes meeting support, training and development, objective setting, ongoing advice/guidance/briefing, as well as practical support for campaigns and activities emerging from these groups.
- Lead the delivery of support by the team for key representation/democracy activities and processes, including project-managing our March and October Elections, working in partnership with other key teams/colleagues to ensure successful delivery of these.
- Ensure effective support for student engagement throughout the University, including coordination between School Reps and Programme Reps.
- Ensure that timely and relevant research is undertaken to support the work of the department, sabbatical officers and other student reps.
- Provide support, advice and guidance for sabbatical officers, student reps and staff in relation to issues and initiatives within the department's remit, including briefing prior to relevant committees and working groups.
- Ensure appropriate input and participation from the Representation and Democracy team in relation to Association-wide and/or university initiatives, for example Welcome Week, University Open Days, Give it a Go.
- Work collaboratively with colleagues across Membership Support and Development in the development and delivery of support, training and development opportunities for a range of student volunteers and leaders.
- Contribute to the annual Sabbatical induction, training and development programme
- Ensure continuity of representation by developing and maintaining appropriate links with University staff, NUS, City Council, MSPs/MPs and other agencies as appropriate.
- Work closely with the Marketing team to plan delivery of key activities, ensure the activities of the team are effectively communicated to members, and that feedback is sought and acted upon.
- Keep abreast of developments and trends within HE and student unions on representation and democracy-related issues. Use this knowledge to stimulate and encourage the continuous development of the Students' Association's representative function and democratic systems and structures.

### **Governance**

- Working with the Director of Membership Support and Development in support of our governance arrangements, including reporting to and advising our Governance subcommittee; contributing to Trustee training and development.

### **Working effectively with the University**

- Represent the Association on relevant University committees and working groups and contribute to relevant initiatives.
- Build effective working relationships with appropriate University departments and individuals.
- Contribute to induction, events, training etc. for students and University staff

### **Shared Head Of Department Responsibilities**

- Ensure the Students' Association's values, particularly student leadership, are prevalent in your personal and your department's attitude and approach to all work and decision making.
- Update Senior Management Team (through the Director of Membership Support and Development) on a regular basis on all aspects of the department's performance and activities.
- Help to set and then manage and monitor the departmental budget for the department, and support other budget-holders within the team in this activity.
- Carry out relevant business and finance processes accurately and in a timely way (e.g payroll, recharging, monitoring of monthly accounts)
- Contribute to Association-wide developments and activities (e.g strategic planning, collaborative projects, staff days etc.

### **Other:**

- The Students' Association's overall vision is that *'all students at Edinburgh should have the power to shape their own future and enjoy a vibrant and cohesive student community where everyone is valued and respected'*. Our staff have an essential part to play in achieving this vision. Every staff member at the Students' Association, wherever they work, has the same responsibility.
- A commitment to the delivery of the Students' Association's Strategic Plan through the implementation of departmental plan activities
- A positive and respectful attitude to all Students' Association staff, its management, the organisation as a whole, and its members, clients and partners
- To ensure that every student, staff member or visitor using any of our services has the best possible experience of that service and of the Students' Association as an organisation.
- Adhere to and support Students' Association's Ethical, Environmental and Health and Safety policies and procedures
- A commitment to training and development of self and others
- Any other appropriate duties as reasonably required by your line manager, Departmental manager or Senior Management

### **Key Relationships**

- Director of Membership Support and Development
- Sabbatical officers and other student representatives
- Marketing and PR Manager
- Other Heads of Department and teams
- University staff (both centrally and at School and College level)
- Externally, the postholder will interact with NUS and SPARQs

## Person Specification

No.	Competencies	Essential	Desirable
<b>1</b>	<b>Technical / functional skills &amp; experience</b>		
	Understanding of the student experience and the diverse profile of University of Edinburgh students.	X	
	At least 2 years' experience of working within a membership/campaigning organisation	X	
	At least 2 years' line management experience	X	
	Demonstrable experience of developing and managing large strategic projects to successful conclusion.	X	
	Experience in a public affairs capacity		X
	Experience of providing support for policy development and implementation – being able to analyse and communicate complex information.	X	
	Experience of working with and engaging a wide range of internal and external stakeholders	X	
	Experience of operational planning and objective setting.	X	
	Strong IT skills, including proficiency in the MS Office suite.	X	
	Substantial experience of leading, guiding and motivating diverse groups, in either a line or project management capacity	X	
	Understanding of relevant legislation applicable to the political context of student unions	X	
	Understanding and experience of operations within a charity or student union governance	X	
	Understanding of the issues related to student democracy and governance	X	
	Experience of working within a Student Union or University environment, ideally within a similar or equivalent role.		X
	Proven experience of developing and delivering training packages.	X	
	Experience of planning and managing events.		X
<b>2</b>	<b>Personal skills and attributes</b>		
	Ability to motivate and encourage others about new ideas and initiatives	X	
	Ability to adapt to and work effectively within established governance / democratic frameworks, and to support others to do the same	X	
	Excellent interpersonal skills and a positive and enthusiastic approach	X	
	Proven ability to build and maintain effective working relationships with both internal colleagues and external organisations	X	
	Excellent verbal communication and presentation skills	X	

<b>3</b>	Excellent written communication skills, including the ability to write for a variety of audiences.	X	
	Ability to work with students and staff at all levels within the Students' Association and the University, and to collaborate with staff and students to achieve overall objectives	X	
	Strong organisational skills, including the ability to prioritise, and meet deadlines	X	
	Ability to think strategically and manage change within a multi-disciplinary environment	X	
	A facilitative management style with the ability to empower and engage others in shaping the future	X	
	A willingness to learn new skills as required and undertake appropriate training	X	
	Flexible approach to working hours – some evening and weekend working may be required.	X	
	<b>Academic Qualifications</b>		
Qualified to degree level in a relevant discipline	X		

## **Summary of Terms of Employment**

- Job title:** Representation and Democracy Manager
- Hours:** Full time - 37.5hrs per week excluding 30 minutes unpaid break. You may be required to work additional hours to ensure that your role is fulfilled, particularly at peak periods. Evening and weekend work may also be required.
- The Students' Association does not pay overtime. Time off in lieu is available with Line Manager agreement if excessive hours are worked.
- Salary:** £30,000 per annum
- Holiday:** 35 days including public holidays. Public holidays are included in the annual leave entitlement and are treated as normal working days. They must be booked as holidays if required. The Students' Association may determine when some holiday must be taken due to closure of premises.
- Pension:** The Students' Association is a fully participating member of the Universities Superannuation Scheme (USS) Limited.
- Probation:** Permanent employment is conditional on the completion of a satisfactory 6 month probationary period.
- References:** Any offer of employment will be subject to receiving satisfactory references from previous employers or other suitable referees.