

Head of Representation and Leadership Development

Edinburgh Napier Students' Association (ENSA) exists to enable students to make the most of their university experience. We do this by representing, supporting and developing Edinburgh Napier students to be successful in their studies; to try out new things; to engage in, and contribute to, university life; to be healthy and happy; to bring about positive change; and to have fun.

As Head of Representation and Leadership Development you will empower students to shape their university experience through facilitating representation and democratic processes; support Elected Officers to ensure the student voice is heard; develop students to be effective leaders and contributors; and promote student opportunities.

Salary: Scale C, Points 10 – 14: £27,900 - £30,780*

Contract: This is a full-time permanent post, though a part-time (four day a week) contract will be considered with pay and holidays adjusted.

Hours: 35 hours per week worked Monday to Friday; or 28 hours worked across four days.

Location: You will normally be based at ENSA's main office on the Merchiston Campus with some travel between the Sighthill and Craiglockhart campuses. If business needs change, you may be asked to work regularly at one of the satellite offices. Some home working is permitted (up to two days a week or as business needs allow) with the permission of the line manager.

Holiday entitlement: 38 days, including 10 days when ENSA offices are closed (pro-rated for part-time).

Reports to: Director of Student Engagement

Key Responsibilities:

Lead the Representation and Leadership Development service area

- Increase student engagement in representation and democratic processes
- Carry out research on current trends in representation and student engagement
- Prepare student leaders to represent the interests of the student body
- Innovate for continuous improvement

Develop and mentor student leaders

- Develop and implement a programme of induction and ongoing training and feedback for Sabbatical Officers to enable them to fulfil their three roles as Elected Officers, Board Directors and Employees.
- Develop and deliver training for Programme and School Representatives ('Reps') to equip them to gather student feedback, influence university staff and effect change for students.
- Manage a database of Rep contacts and effectively communicate relevant information.
- Design and deliver a range of developmental programmes for student leaders in collaboration with the Head of Student Activities, university services (such as Student Futures, Wellbeing and the Department for Learning, Teaching & Enhancement) and external providers.
- Provide help and support, as needed, to Sabbatical Officers and Student Reps to enable them to represent student interests on university committees.
- Mentor and support the Co-President Education & Employability, providing advice and guidance as needed.

Deliver democratic processes

- Plan and deliver student democratic elections and referenda across all three campuses and act as Assistant Returning Officer.
- Coordinate the democratic calendar for ENSA including the annual elections, Rep Forums and Student Council.
- Develop and review processes to ensure fairness and transparency in democratic elections.
- Promote equality and diversity through representation and democracy.
- Assist Elected Officers in developing and implementing a programme of work for the effective running of the Student Council, including providing administrative support for committees.
- Work with University colleagues to ensure student representation is effective and efficient, and that guidance documentation is clear and up to date.

Promote student opportunities

- Support the Co-President Education & Employability to recruit Reps.
- Seek out and promote volunteering opportunities for students, working with university services and external groups.
- Develop materials for the ENSA website and attend campus activities and events to promote student leadership and volunteering.

Other

- Engage with networking opportunities and keep up to date with student representation and quality enhancement across the higher education sector.
- Coordinate training and development opportunities for ENSA staff.
- Contribute to the planning and execution of ENSA's Teaching Excellence Awards, Freshers' activities and other events throughout the year.
- Provide reports on activities, e.g. for the ENSA Board of Directors.
- Should the service area grow in future, line manage student interns or other junior staff

The principal role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

**Appointments will normally be made at the start of the salary scale.*

Person Specification

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">• Degree	
Experience	<p><i>You should have experience of:</i></p> <ul style="list-style-type: none">• Training, mentoring and developing young people, students and/or volunteers• Building and maintaining external networks and partnerships• Initiating and supporting programme development and delivery• Producing reports	<ul style="list-style-type: none">• Experience working in students' associations / unions or in the higher education or college sector• Experience of supporting committees
Knowledge	<p><i>You should have:</i></p> <ul style="list-style-type: none">• A good understanding of the student experience and of student interests and concerns	<ul style="list-style-type: none">• Knowledge of democratic structures in a students' association / union

	<ul style="list-style-type: none"> • An understanding of student representation and engagement in a learning environment 	
Skills	<p><i>You should be able to:</i></p> <ul style="list-style-type: none"> • Mentor, train and develop students • Work and communicate with a diverse range of people from different backgrounds and with different perspectives • Take initiative and work independently • Organise and service committees • Use technology to increase stakeholder engagement • Use a range of Microsoft Office tools • Design and deliver presentations • Prioritise work and meet deadlines 	
Attributes	<p><i>You should be:</i></p> <ul style="list-style-type: none"> • Committed to professional development and continuous improvement • A good communicator and listener • Committed to equal opportunity • An enthusiastic team-player • Flexible and resilient 	

Eligibility: You must have the right to work in the UK on an *unrestricted* basis.

To apply: Fill in the [application form](#) and send it to HR@napierstudents.com. You may also submit a CV; however, please note that CVs will not be accepted in lieu of an application form.

Closing date: **Wednesday, 31 May 2023 at noon**

Interviews: Interviews will be held in person at the Merchiston Campus on **Friday, 9 June 2023**.