

STUDENT VOICE MANAGER RECRUITMENT PACK



DEAR APPLICANT,

Thank you for your interest in joining our team. I promise that being our first ever Student Voice Manager will be a rewarding experience where you will help us have a real impact for students studying at the University of Stirling. This pack will help you understand the Union and the role a little more, but for further information, please contact me directly : al.lawley-powell@stir.ac.uk

The University of Stirling Students' Union is a registered charity in Scotland (SC023788). We are an independent legal entity to The University of Stirling, but we work in very close partnership to ensure that the student experience at our university is the best it can be.

The Students' Union is entering a period of significant change as we look to build strong foundations and look to do things differently. A new strategic plan will be launched in 2024 which will help shape our influence on campus and how we better support students.



Stirling Students' Union Sabbatical Officers
2023-24 (L-R) Katie, Leen, Murray and Zoe

We are proud to be student centred and representation is at the very core of all our work. We have a number of elected students that provide a platform for student voices to be heard so we can build and influence positive change. These include our Sabbatical Officer team who are full time paid representatives as well as Trustees. They are joined by Volunteer Officers and Academic Reps who help ideate our areas of focus.

Participating in Clubs Societies and Sports teams continues to be greatly valued by students. The Students' Union facilitates and administers these activities empowering students by creating opportunities for them to develop key life skills and be ready to stand out as they start their professional careers.

As an organisation we are committed to sustainability and social justice, delivering opportunities to students to develop their own projects that will have a lasting environmental impact.

All the work we undertake is delivered within the scope of our values framework. We have pride in equality, we are supportive, student centred and inclusive. If all of this interests you, then we would love to hear about you and your interest in joining us.

A handwritten signature in black ink, appearing to read 'Al Lawley-Powell'.

Al Lawley-Powell
Chief Executive

ABOUT THE ROLE

This role is Stirling Students' Union's lead staff position overseeing active student engagement and influence. It will oversee our work in delivering high quality, informed student influence, democracy and change. It will lead key activity that builds trust in the students' union's ability to effectively represent student voice at all levels of the university and community. Overseeing Representation, Democracy, Sustainability and Advice, the position will be crucial in helping students shape our direction and presenting solutions to decision makers on campus.

The role will lead the Students' Union in supporting and developing a strong programme of academic representation and support, maximising opportunities to grow trust in collective decision-making. The position is key to building confidence within the student body and the University.

You will lead a team whose collective role is to empower students and help them get the most out of their time at Stirling as well as influencing policies and strategies that help students shape the classroom and environment. Working with relevant colleagues, you will effectively communicate this to members, building the Students' Union's reputation as an evidence-based, influential organisation that adds value to students and the University.

The role supports elected officers to effectively enact their annual objectives, securing positive change on campus, in the Union and the local community.

This role will also join the Union's Senior Management Team, contributing to the overall cultures and strategic direction of the charity.

KEY RELATIONSHIPS

Internal:	External:
Union President	University Teaching & Learning Staff
Vice President Education	University Support Service Staff
Vice President Communities	NUS UK / NUS Scotland
Chief Executive	sparqs
Representation & Democracy Coordinator	
Sustainability Coordinator	
Advice & Help Coordinator	
Student Volunteers	

MORE INFO

Salary: £34,500 - £36,000 (FTE £35,880 - £37,440)

Contract Type: Full Time Permanent

Primary Location: Stirling University Campus

some home working opportunities and flexibility with hours

Reporting To: Chief Executive

Direct Reports: Representation & Democracy Coordinator, Advice Coordinator, Sustainability Coordinator

KEY RESPONSIBILITIES

Leadership: Lead a dedicated team focused on empowering students and facilitating their active participation in shaping the Union's direction, academic representation, and community involvement.

Academic Representation: Develop and oversee a robust academic representation programme, ensuring that students have a strong voice in academic matters. Liaise with academic colleagues to embed good practice across University faculties for excellent student representation. Maximize opportunities for collective decision-making and student influence in academic policies and procedures.

Student Influence and Democracy: Oversee and implement democratic processes within the Union, ensuring fair and transparent elections and representation structures. Promote a culture of active participation, trust, and engagement, generating greater numbers of students standing and voting in elections.

Governance: Identify and implement improvements across all areas of student facing governance, creating clear pathways for students to affect change in the Union. Create a governance calendar to support the timely updating of policies to ensure they are accessible and fit for purpose.

Sustainability: Oversee the collaboration with students, faculties, and the community to drive sustainable initiatives and policies, emphasising the importance of environmental and social responsibility.

Advice Services: Oversee our Advice & Help Service to provide students with the necessary support and guidance for various aspects of university life, including academic, welfare, and rights issues.

Sabbatical Officers: Build strong relationships with all sabbatical officers, lead their training, induction and year-long tenure and support as necessary in helping them achieve manifesto objectives and handovers.

Data & Insight: Work collaboratively with colleagues at the Union and University to evaluate existing services and use the same intelligence to help us understand our members and how to support them. Ensure maximum use of current data collection points including Advice Pro and representative records.

Reputation Building: Establish and maintain the Students' Union as an evidence-based, influencing organisation that adds value to students and the University. Promote a strong reputation for representing student interests effectively.

Leadership Team: The role will join a small number of colleagues who form the Union Senior Management Team and support the holistic development of the organisation and its people.

OUR NEW STUDENT VOICE MANAGER

PERSON SPECIFICATION:

Knowledge & Experience	
A relevant qualification or demonstrable work-based experience	E
Understanding of key student and Higher Education issues	E
Strong understanding of student representation and voice	E
Experience of research, enquiry and policy formation and review, producing summary documents and delivering briefings	E
Experience of working with and empowering students/young people, within students' unions or within the voluntary sector	E
Understanding of students' unions	E
Experience of managing or coaching of others	E
Experience of data analysis and the ability to extract information to inform decision making	E
Understanding of sustainability and social justice	E
Understanding of academic integrity and student wellbeing	D
Experience of designing and delivering training	D
Experience of setting and managing departmental budgets	D
Understanding of volunteer management	D
Experience of delivering campaigns	D
Evidence of continuing professional development	D

E: Essential
D: Desirable

Attributes	
Ability to develop relationships and work with a wide range of people	E
Strong interpersonal and communication skills	E
Outstanding organisational skills	E
Ability to respond positively to challenging situations and solve problems efficiently	E
Interest in the embedding of sustainable practices in the workplace in policy and culture	E
Understanding and commitment to Equality, Diversity and Inclusion	E
Commitment to working in a student-led environment	E

SOME GENERAL INFORMATION...

GENERAL

All Stirling Students' Union team members are expected to comply with relevant legislation that affects the workplace; to carry out any other appropriate duties which may be considered necessary; abide by the policies and constitution of the Union and be impartial in respect of its democratic activity; ensure that any and all data is stored, accessed and used in line with relevant Data Protection Legislation.

Due to the variable nature of the semester timetable, the Students Union operates annualised hours working for all employees. The annual hours for this post will be 1750. Although working hours are stated as 35 hours per week some evening and weekend work is required, which may exceed this. This is part of the contract and reflected in the grading of the post. Annual holiday entitlement is 28 days pro rata (which includes all public holidays) which equates to 188.5 hours.

EQUAL OPPORTUNITIES

Stirling Students' Union is committed to Equality, Diversity and Inclusion. We encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief.

NEARLY THERE...

We're really interested to hear from you if you have the passion to help shape students' experiences with us and we are particularly interested to hear from candidates from a range of backgrounds. Above all, the most important thing we are looking for is someone who wants to help us make a difference.

I'M INTERESTED, WHAT'S NEXT?

If you'd like to talk to someone about the role or to have an informal chat, please contact Al Lawley-Powell, Chief Executive by email al.lawley-powell@stir.ac.uk

To apply, please send a CV and cover letter outlining your awesomeness as well as your suitability to wendy.forbes@stir.ac.uk

When applying please also submit an equality monitoring form alongside your application. This can be found [HERE](#)

KEY DATES

Closing date for applications

Tuesday 21 November 09:00

Interview date at Stirling University

Friday 1 December

**THANK YOU &
GO WELL!**