

## Students' Union, University of Greenwich

### Job Description

<b>Section 1</b>	
<b>Job title</b>	Campaigns and Policy Assistant
<b>Reporting to</b>	Student Voice Manager
<b>Direct reports</b>	Student staff and volunteers
<b>Key relationships</b>	Student Voice team; Students' Union and University staff, Sabbatical and Part-Time Officers, external stakeholders (including GK Unions).
<b>Salary</b>	Point 10 on Salary Scale - £21,980 per annum
<b>Hours of work</b>	35 hours per week, with occasional work outside office hours
<b>Contract type/length if applicable</b>	Full-Time
<b>Purpose of the post</b>	<p>To support the Student Voice Team and elected officers in policy development and implementation and campaigns development and delivery.</p> <p>Authority and direction is delegated from the Union's Trustees, via the Chief Executive.</p>

## **Section 2: Duties and Responsibilities**

### **Policy and Research**

1. Support Sabbatical Officers, elected student leaders, and Student Voice staff in the development and implementation of Students' Union policy, advising on current policy and assisting in the creation and implementation of new policy where relevant.
2. Keep abreast of sector and University developments, providing briefings to Sabbatical Officers, elected student leaders, and relevant Students' Union staff.
3. Conduct research into issues affecting students at the University of Greenwich, producing summary reports and reporting to Sabbatical Officers, elected student leaders, and relevant Students' Union staff.
4. Compile statistics, case studies, and examples of best practice to support the campaigning and representative work of the Students' Union and its Sabbatical Officers and elected student leaders.
5. Use the results from research undertaken to assist in the development of recommendations for positive change at the Students' Union, University, or other relevant party.
6. Work with staff, Sabbatical Officers, and elected student leaders, to ensure that all policy decisions are in line with governing documents, transparent to members, and accessible to all stakeholders.
7. Work with Sabbatical Officers, elected student leaders, and Student Voice staff on report writing, policy papers and other written materials.

## **Campaigning and Representation**

8. With Sabbatical Officers, elected student leaders, other relevant parties (eg volunteers) and Student Voice staff, deliver well-researched and student-led campaigns and representative work.
9. Maintain strong links between Programme Representatives and Sabbatical Officers and elected student leaders to ensure that campaigning and representative work reflects all interested parties' needs and wants.
10. Support Sabbatical Officers and elected student leaders in Go Out And Listen (GOAL) and Go Out And Talk (GOAT) sessions to enhance communication between the Students' Union leadership and its members and to inform campaigns.
11. Work with Sabbatical Officers, elected student leaders, and others as required to implement relevant manifesto pledges.
12. In conjunction with other Student Voice staff, provide briefings and de-briefings to elected student leaders and Programme Reps attending University committees and other key meetings with relevant stakeholders.
13. Support Sabbatical Officers, elected student leaders, and the Student Voice Manager in ensuring effective communication of the Students' Union's campaigning and representative work to members and other stakeholders.
14. Work with staff to support Sabbatical Officers and elected student leaders in the presentation and negotiation of their campaigning and representative work with key decision-makers.
15. Contribute to the motivation of students to engage in campaigns relevant to them as students at the University of Greenwich and as members of the wider community
16. Work with the Student Voice Team to apply consistent information feedback mechanisms between the Students' Union leadership and its membership regarding wins and challenges (particularly utilising the "You Said/We Did" format)
17. Support other departments within the Union (sports, societies, volunteering, etc) to increase number of active participants in democracy and campaigns related work
18. Work with Sabbatical Officers and elected student leaders to develop and maintain a calendar of campaigns to undertake throughout the year.
19. With Student Voice colleagues, provide administrative support to the Sabbatical Officers and elected student leaders linked to agreed campaigns
20. Create a network of contacts at NUS, other students' unions, and other relevant organisations to keep up-to-date with national and local campaigning trends and topics, as well as keeping abreast with best practice within the sector

## **Other duties**

21. Maintain awareness of other organisations' relevant activities, and of developments in the various relevant sectors
22. Attend appropriate training, conferences, and meetings as required
23. Undertake other tasks and responsibilities compatible with the level and nature of the post, as required by the Student Voice Manager
24. Adhere to the Students' Union Constitution, policies, and procedures at all times, including the Equality and Diversity Statement and the Health and Safety and Sustainability Policies
25. Contribute to the positive image of the Students' Union with students, the University, the local community and other relevant organisations

## Person Specification:

<b>Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
A minimum of two years' experience working in Higher Education, a Students' Union, a campaigning or membership organisation, or in a similar environment	X	
A track record of working with student representatives or other individuals or groups to achieve campaign objectives	X	
The ability to research, develop and present policy to a variety of audiences	X	
Excellent communication skills, written, oral and using new media	X	
Demonstrable commitment to improving the Student (or Membership) Experience		X
Awareness of the Students' Union environment and an understanding of today's students	X	
Educated to Degree level or equivalent	X	
Strong ICT skills	X	
Good organisational, planning and time management skills that are reliable under pressure	X	
<b>Personal Attributes – you must be</b>		
Enthusiastic about the potential of Students' Unions to effect change and represent members	X	
A self-starter, able to work individually and as a member of a team	X	
Confident in managing a varied and fluctuating workload	X	
Committed to the principles and practice of equal opportunities and to working in a diverse workplace	X	