



Job Description

Post:	Representation & Democracy Coordinator
Salary:	£20,510
Status:	Permanent
Hours:	Full-time (36.25 hours per week)
Location:	Ormskirk
Responsible to:	Membership Services Manager

Purpose of Post

As Representation & Democracy Coordinator, you will be responsible for ensuring the views of students are represented effectively across Edge Hill University and are at the heart of our work at Edge Hill Students' Union. Working closely with our Vice-President Academic Representation and Membership Services team, you will oversee training and support for student representatives, facilitate the union's annual elections and student council, and carry out research exploring ways to enhance the experiences of students at Edge Hill. In doing so, you will empower our members to create positive, student-led change at Edge Hill University.

Main Duties and Key Responsibilities

Representation

- To administer Edge Hill Students' Union's (EHSU) student representation system, creating and maintaining an up to date database of Academic Representatives at programme, departmental and faculty level.
- To work in partnership with relevant university staff to coordinate the elections of Academic Reps in line with EHSU and Edge Hill University policy.
- To design, deliver and evaluate training resources and development opportunities for Academic Reps, using both face-to-face and online methods.
- To maintain contact with Academic Reps throughout the academic year, through regular newsletters, attendance at meetings, and the organisation of Rep-focused events.
- To keep an up to date record of key Rep achievements throughout the academic year, working with EHSU's marketing team to promote them among the wider student body.
- To produce and disseminate an annual student representation report alongside the VP Academic Representation, using feedback from Reps to identify key themes and develop engagement and enhancement strategies at programme, department, and faculty level.
- To develop processes for monitoring the effectiveness of Reps.

Democracy

- To work with EHSU's marketing team to administer and coordinate EHSU's annual elections.
- To design and deliver training and briefing sessions for election candidates.
- To facilitate EHSU Student Council, developing training for Council members and the elected Student Council Chair.
- To act as secretary for Student Council, working with the elected Chair to arrange meeting dates, ensure submitted motions comply to Student Council's terms of reference, create the agenda for meetings, and produce accurate minutes.

- To work with EHSU's marketing team to enhance engagement with Student Council, improving awareness of and attendance at meetings, ensuring membership is representative of student body, and developing relevant resources.
- To seek out best practice from Students' Union and voluntary sectors in relation to democratic procedures, policy-making and accountability.
- To maintain an up to date record of policy that has been developed through EHSU's democratic processes, including any relevant progress that has been made.
- To promote the democratic ethos of EHSU at all times.

Research and Insights

- To undertake research to inform EHSU campaigns, lobbying activity, and policy development.
- To draft policy and prepare reports for relevant university committees, including Board of Governors and Academic Board.
- To develop creative strategies for collecting and evaluating student feedback.
- To analyse key developments in Higher Education and the wider political context, producing accessible information for officers and staff on relevant reports, consultations, and surveys.
- To work closely with the EHSU Advice Centre, identifying key trends in service usage that may inform future campaign and lobbying priorities.

Supporting Elected Officers

- To provide ongoing support to the VP Academic Representation and other elected officers to help them deliver key objectives.
- To support elected officers at designated committee meetings and working groups, developing briefing and debriefing processes to enhance officers' effectiveness at these meetings.
- To work with the VP Academic Representation to collect and analyse Student Led Staff Awards data.
- To meet regularly with designated part-time officers, including Mature and Part-Time Students' Officer, Postgraduate Students' Officers, and International Students' Officer, to identify potential enhancement project related to their roles.

General

- To comply with all Health and Safety legislation and internal policies, undertaking relevant training as required.
- To comply with GDPR legislation and adhere to the union's data and privacy policy at all times.
- To remain up to date with the Union's policies and procedures, completing relevant training as required.
- Where resources allow, to undertake relevant professional development training.
- To uphold equality and diversity principles at all times.
- To work proactively towards achieving the union's strategic aims.
- To have a 'can do', problem solving attitude which contributes to the work of the whole team.

The above duties and responsibilities are not exhaustive and may evolve over time. You may also be asked to undertake such other duties as may be reasonably required and which are commensurate with the nature and grade of the post.

Person Specification

Criteria	Essential	Desirable
Education & Qualifications	Good general education, typically to degree standard (or equivalent)	
Experience & Knowledge	Knowledge and understanding of current issues in Higher Education	Experience of developing and delivering training and/or learning resources
	Understanding of representatives processes and structures	Experience of working in Higher Education and/or voluntary sector
	Experience of working with and maintaining databases	Experience of working with volunteers
	Experience of developing positive stakeholder relationships, both internally and externally	Experience of managing online elections
Skills	Excellent written and verbal communication skills, including the ability to produce high quality briefings, reports, and website content	Demonstrable ability to identify and apply appropriate research methods
	The ability to analyse, evaluate, and explain complex information clearly.	
	Ability to keep clear records and information systems	
	Computer literacy	
	Capable of working both independently and as part of a team	
	Ability to take a constructive approach to problem-solving	
	Able to prioritise competing deadlines	
Personal Qualities	Understanding of and commitment to equality and diversity principles.	
	Maintains enthusiasm under pressure	
	Self-motivated and committed to continuous professional development.	
	Commitment to working as part of a team and the democratic ethos of the union.	
	Attention to detail.	
Other	Able to work occasional evenings and weekends.	A UK driving licence.