



STUDENT REP COORDINATOR

JOB PACK

Summer 2020

INTRODUCTION FROM CAMBRIDGE SU

Dear Candidate,

We are delighted that you are interested in joining the team at Cambridge SU. We're about to embark on our first year as a brand new union, and we're looking for just the right candidate to join us in an ambitious year!

We foresee Cambridge SU as a groundbreaking organisation that leads the way in representation for all students, both undergraduates and postgraduates. Cambridge SU will replace two current students' unions, and be a single union for all students. In combining our expertise and resources, we will ensure that all students, regardless of level of study, are represented, supported and have their voice heard across the University of Cambridge.

This role will be essential to helping us deliver our goal of increasing postgraduate representation, working close with our two Access, Education & Participation Officers (UG & PG).

Even though we're aware these are uncertain times for everyone, we want to assure all candidates that apply will be treated fairly, with our hiring practices changing as little as possible from how we operated before the Coronavirus epidemic. If you are invited to interview, tasks may be sent ahead of time and interviews will be conducted remotely.

If you are interested in working in a driven, change-making, student-led organisation, then we would love to hear from you.

Cambridge SU

ABOUT CAMBRIDGE SU

Cambridge SU will be the representative body for all 24,000 students at the University of Cambridge and its constituent Colleges; it is a registered charity within the University community that exists to represent, campaign for, and support students at the University.

Cambridge SU was founded by the efforts of the two previous central Students' Unions of the University of Cambridge in 2019. These are the Cambridge University Students' Union and the University of Cambridge Graduate Union. This proposal came at a time when Undergraduate and Postgraduate student numbers were equal, so it was felt that a new organisation should represent both groups of students and those that fall in the grey area between them sufficiently and equally. An all student referendum was held in Michaelmas term of 2019, asking students:

Do you approve of the dissolution of CUSU and the GU and the creation of a new single students' union in the form of Cambridge SU?

The referendum passed with 70.8% of the votes in favour of the motion.

Cambridge SU plans to lead the way in representation for all students, but particularly with postgraduates in mind. Postgraduate representation was the driving force to create a brand new, single students' union for students at the University of Cambridge.

Each year students elect from the membership eight members who take up employment in the union as "Sabbatical Officers"; these officers are the most prominent officers within the union and they lead the representative work of the union on behalf of members. Their roles exist to lead and direct priorities for each academic year for which they are elected to serve.

The sabbatical team is supported by a range of staff roles in the students' union and their activities are overseen by the CEO on behalf of the charity's trustee board. Staff also coordinate projects, services and student activities; as well as operations, facilities and fundraising all of which contributes to the long-term development of the union and its role in the University community.

Cambridge SU runs a variety of campaigns that reflect the priorities of the elected officers and/or Student Council, which can range from trying to resolve student issues within a course or department, through to trying to raise awareness of an issue affecting students or even addressing a structural barrier to equality of opportunity perceived by the members. The Students' Union provides a variety of services, from individual support for students who are experiencing problems through to providing free sexual health supplies and cut-price photocopying for Cambridge students.

Cambridge SU will officially launch on the 13th July 2020!

Governance

Cambridge SU has two parallel governance structures: that of its charity, headed by the Board of Trustees; and that of its members, headed by a Council of representatives. In these two regards the Union is ultimately responsible to the Charity Commission (as a charity) and the University of Cambridge (as a students' union), for which the Union reports formally to both.

The Board of Trustees consists of twelve members:

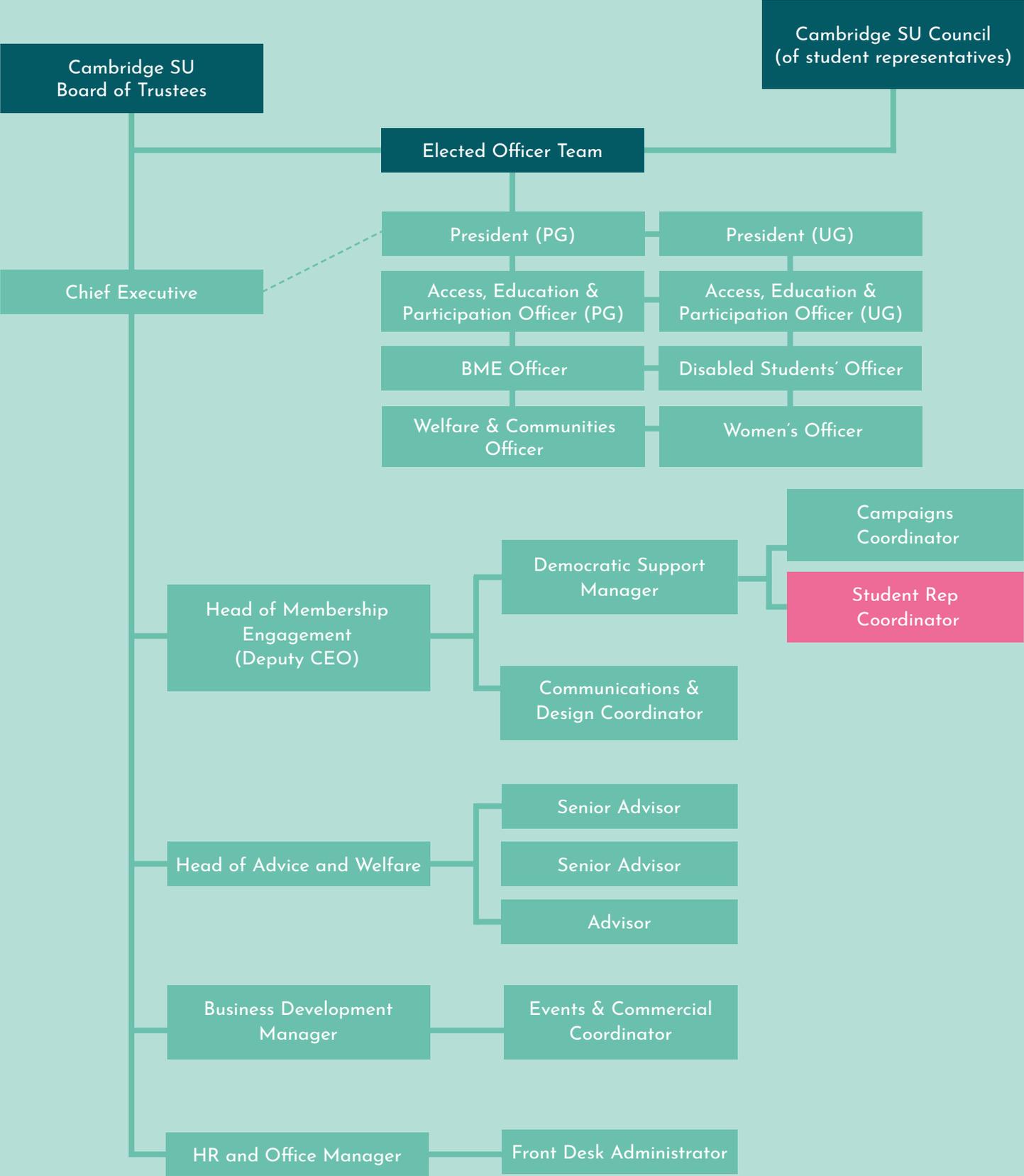
- five Sabbatical Officers chosen from among the sabbatical team, always including the two Presidents
- four non-student trustees with no direct links to the charity
- three student trustees who are appointed from the membership

Cambridge SU's council of representatives ("Student Council") is made up of elected representatives from across the collegiate university; each councillor represents a constituency, such as one of the 31 College undergraduate or postgraduate populations; a School of the University; or a group of students that make up one of Cambridge SU's Campaigns. Whilst Cambridge SU is the only central students' union at Cambridge, representing students at every college and every level of study, there are additional representative bodies within the community: each college may have a student association for undergraduate and/or graduate members; graduate students are also eligible to be members of the University and College Union, the

SHADOWING SCHEME



CAMBRIDGE SU ORGANISATIONAL CHART



ABOUT CAMBRIDGE

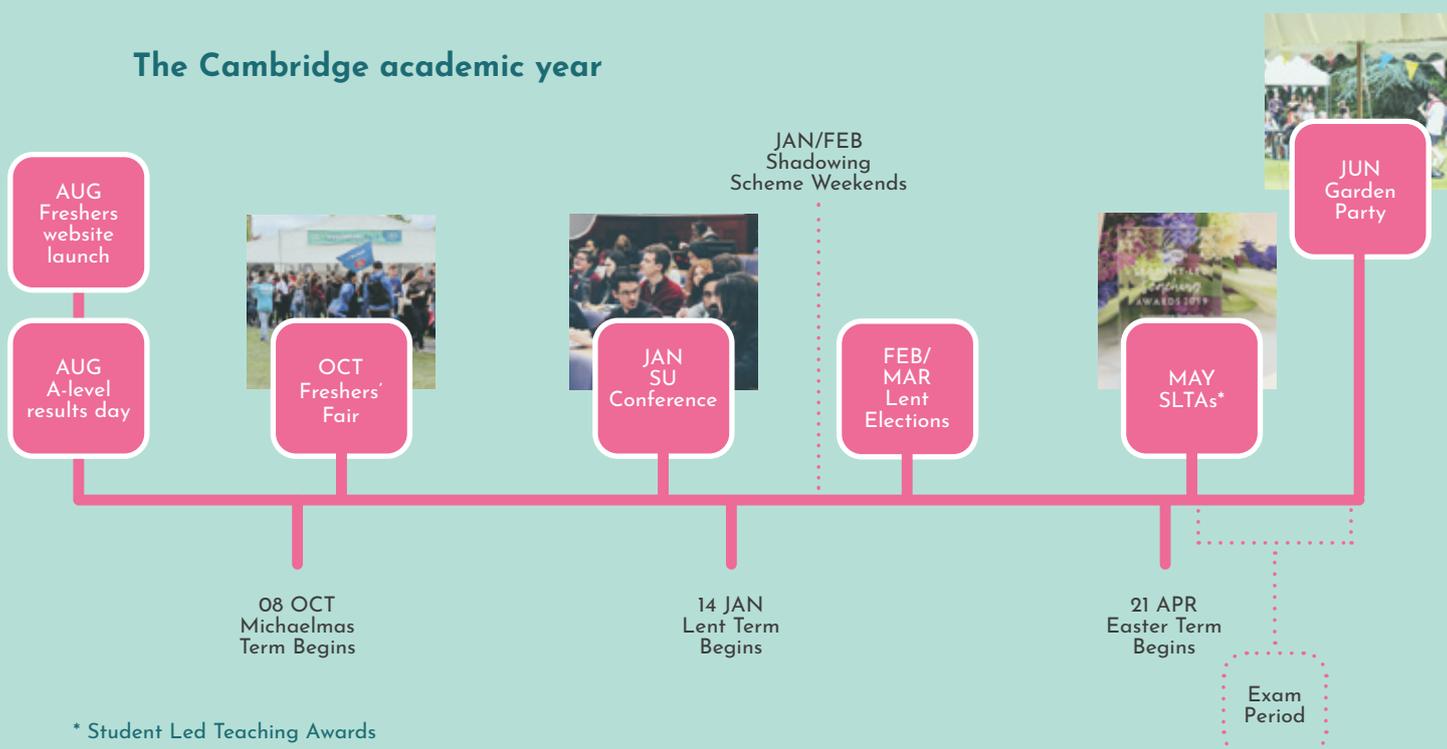
The University of Cambridge is one of the world's oldest and celebrated universities. It is widely acknowledged as a global leader in the Higher Education sphere, and consistently ranks highly among the best universities in the world for teaching, research and student outcomes.

It is a collegiate institution: there are 31 independent Colleges, each of whom share with the central University the responsibility of each students' educational experience. The mix of College and University as key agents in a student's experience is part of what makes the university model so successful.

Whilst the Union feels student representatives could be better supported, our representatives are mostly considered equals and their views taken seriously in University governance. The Union has incredible access to decision-making across the Collegiate community, representing members interests on most major committees. The University has adopted many agendas promoted by the Union in recent years, from changing assessment methods to increase flexibility for students, to committing to address sensitive cultural challenges at the institution such as sexual harassment and unconscious bias.

Key challenges for the University centre on Widening Participation efforts to increase participation from students from less traditional backgrounds, and in navigating the current funding challenges facing the Higher Education sector. For students, many wish to see a more progressive approach applied to the student experience

The Cambridge academic year



* Student Led Teaching Awards

WHO ARE CAMBRIDGE STUDENTS?

46

average hours spent per week on studies



30%

of students volunteer

CLUBS & SOCIETIES

88%

of students engage in society activity



24,629 STUDENTS



9,313

INTERNATIONAL STUDENTS
140+ COUNTRIES REPRESENTED

TYPE OF STUDY



12,680 UNDER GRAD



11,026 POST GRAD



923 CONTINUING EDUCATION

APPLICATION INFORMATION

Key Dates

Application deadline: Thursday 23rd July

Interview date: Monday 3rd August

Applicants should notify us in advance if they foresee any dates being problematic.

Apply!

To apply, please submit a CV and supporting statement (the supporting statement should be a maximum of two sides of A4) that clearly outlines your suitability for the role by addressing the criteria focused on experience within the person specification, giving examples.

Applications should be submitted electronically to vacancies@cusu.cam.ac.uk.

Upon receiving your application we will request you complete an equalities monitoring form.

If you would like an informal conversation around the role, please email vacancies@cusu.cam.ac.uk with your contact details and a selection of times you may be available. Christy, the Democratic Support Manager or Rich, the Chief executive, will be happy to contact you to discuss the role.

Benefits



A day off for your birthday



A day off for moving house



Pension contributions



Cycle purchase scheme



Generous holiday package



Access to training & development opportunities

An inclusive process

Cambridge SU is committed to creating an organisation in which all members and employees are respected, discrimination is not tolerated and diversity is encouraged. All members and employees will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. We welcome candidates from diverse backgrounds. We particularly welcome applications from those from Black, Asian and ethnic minority backgrounds, as they are under-represented within Cambridge SU at this level. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement, or once in post. We will do our utmost to provide formats more accessible to prospective applicants, please email us.

JOB DESCRIPTION

Job title Student Rep Coordinator

*** Temporary working from home required due to Covid-19 pandemic ***

Primary location Cambridge

Contract Permanent

Note to candidates: this JD may change before or upon appointment.

Responsible to: Democratic Support Manager

Place of Work: Students' Union offices (Students' Unions' Building, CB2 1RX)

Functional Relationships: Cambridge SU Staff and Student Officers, University staff and external stakeholders.

Hours of work: Full time; 7 hours per day, Mon-to-Fri (35 hours per week).

Job Purpose

The role's primary objective is to initiate, develop and support the involvement of Cambridge SU in the Academic Rep Scheme. Supporting and training faculty and school reps to make a difference to the students on their courses and working with the two Access, Education & Participation Officers (UG & PG) to make changes and influence educational policy.

In addition the role will also; be the lead staff member for our access projects and activities, working closely with the Access, Education & Participation Officers (UG & PG) to deliver these; develop and maintain an online directory of the training opportunities available to students from Cambridge SU and work with the rest of the Membership Engagement Team.

The role will be a key development role, responsible for setting up the systems, processes and initial training content to support student reps. The role will initially be responsible for providing a package of training and guidance for student representation and delivering that to a range of reps, and it is then expected that the role develops into an overall coordination role of our education and access work.

Key Relationships

- Access, Education & Participation Officer (UG)
- Access, Education & Participation Officer (PG)
- Membership Team
- Cambridge University Student Liaison Officer (SLO's)
- College Access Officers
- Academic Reps

Overview of duties

- Develop and coordinate the Academic Rep Scheme alongside University faculties and departments
- Develop and deliver training to all academic reps
- Working with the Students' Unions' Advice Service and the rest of the Membership Engagement team develop, maintain and deliver Cambridge SU's online training directory
- Develop and maintain accurate records of all academic reps and ensure the availability of an online reps directory
- Provide administrative support to the elected Sabbatical officers as required.
- Coordinate and deliver Cambridge SU's access and widening participation projects including the Shadowing Scheme.

General Duties: Duties that are included in all staff job descriptions

- To develop and deliver targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performances and systems.
- To attend meetings, training events and conferences where necessary.
- To liaise as required with University and College personnel and appropriate external organisations.
- To portray the Students' Union in a positive, proactive and professional manner.
- To be involved with Union wide events such as Elections and Societies Fair.
- To undertake your own typing, filing, photocopying etc.
- To provide cover, where appropriate, for other staff during holidays, sickness etc.

GARDEN PARTY



PERSON SPECIFICATION

The following criteria are required to successfully fulfil the position of Student Rep Coordinator:

NB. E = Essential to the role. D = Desirable for the role.

Education Qualifications & training	Essential	Desireable
Educated to Degree standard or equivalent.		x
Proven literacy and numeracy skills.	x	
Training qualification.		x

Knowledge	Essential	Desirable
Good working knowledge of the MS Office suite of software.	x	
Knowledge or understanding of Student Union environment and structure.	x	
An understanding of current issues within Higher Education.	x	
Working knowledge of Higher Education Quality Assurance processes.		x

Experience	Essential	Desirable
Previous involvement within a democratic/ membership organisation.	x	
Experience of supporting students to engage in representation.	x	
Experience of preparing reports and presentations.		x
Developing and delivering training.		x

Skills and abilities	Essential	Desirable
Strong numeracy, verbal and written communication and organisational skills with the ability to respond to queries in a timely and professional manner.	x	
Ability to think strategically, but with ability to pay attention to detail and deliver.	x	
Ability to manage work time effectively and to prioritise appropriately, managing multiple project briefs.	x	
Able to learn new skills and software packages quickly.		x

Additional attributes required	Essential	Desirable
The post holder must exercise a high degree of discretion when dealing with sensitive matters.	x	
A flexible and adaptable approach to work.	x	
Available to work evenings and weekends when required.	x	
Motivation - ability to work on own as well as in a team.	x	
A pro-active approach to improving the service provided - "can do" attitude.	x	

SU
CONFERENCE



We look forward to hearing from you!

