**Aston Students’ Union**

**Student Engagement Coordinator**

**(Student Voice)**

Job title: Student Engagement Coordinator (Student Voice)

Reporting to: Student Activities & Voice Manager

Hours of work: 36.5 hours per week, plus additional hours as necessary, although this is not expected to be excessive.

Purpose of the Post: To support and develop the Union’s student voice activity through the coordination of the academic representative system; student representation processes; Union democratic systems and supporting the Elected Officers to ensure the student voice is heard.

Salary: Grade 6 (£23,067 - £25,217)

**Aston Students’ Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students.**

**The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside much more.**

**Main Duties**

To organise the recruitment and training of Student Reps.

To organise and lead the training of all Student Reps across the University (including distance learners).

Plan, promote and support SU officer elections. To increase awareness and participation amongst students. To provide guidance and advice on elections best-practice across the SU.

To develop, deliver and evaluate training programmes for Elected Officers, Student Reps and volunteers.

To regularly monitor and adjust the online management system for the Student Reps and Voice.

To monitor and develop the skills of Student Reps, maintaining regular communication throughout the academic year.

To ensure appropriate promotion of the opportunities available to students, drive engagement and reduce barriers to participation.

To provide appropriate administrative support for all democratic meetings, including the Officer Committee and Student Council, with agendas and minutes produced within agreed timescales.

To ensure the Student Voice sections of the SU website are up to date and relevant.

To organise and promote the annual Academic Awards as well as promote and facilitate the Aston Students’ Union Awards.

To support the annual Students’ Union elections and By-Elections.

**General Responsibilities**

Any other duties reasonably required by the Student Activities & Voice Manager or Senior Management team.

Support the University with administering the Higher Education Achievement Report (HEAR) for participants, including updating data and verifying students have met the criteria.

Allocate rooms/facility for student use via relevant systems in place.

Attend relevant meetings with the University and other stakeholders.

Support the Sabbatical officer team and part-time officers.

To support the wider Student Activities and Voice team.

Dealing with and responding to general enquiries in the Student Activities and Voice office.

Ensure that equal opportunities, diversity and data protection policies are adhered to in all activities.

Ensuring that day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting any electrical faults, water leakage or other environmental concerns to the facilities or line manager etc.

**We are looking for someone who:**

* Enjoys working within a team and independently
* Is friendly and committed to providing an excellent customer experience
* Is innovative and will bring new ideas
* Has excellent IT skills
* Can provide excellent material for use of webpages and social media
* Has excellent spoken and written language skills
* Has an interest in marketing and promotion
* Has commercial awareness and can spot commercial opportunities to support the services
* Has a flair for communication with excellent written skills
* Is open to working flexible hours and can be available to work at events outside of standard working hours if required on occasion e.g. Welcome Fair
* We value diversity and inclusivity within our staffing team and we particularly welcome applications from applicants of a Black or BAME background