

Role Profile

Role title:	Trans Association Chair
Salary:	£12 per hour plus holiday pay
Full/Part-time:	Part-time
Contract term:	Zero-hours, fixed-term until 7th June 2025
Accountable to:	Students' Union staff member
Accountable for:	No direct reports
Hours:	Approximately 6 hours per week during term time
Location:	Usually located at the main Students' Union building with an option to work some hours remotely
Eligibility:	Applications are open to all current students at the University of Manchester, at all degree levels, who are eligible to work in the UK at the start of employment, graduating no earlier than July 2025.
Benefits:	We offer a great range of benefits. You can see them here .

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#).

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are:

- We put students at the heart of what we do
- We provide a ‘great experience’ service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

Role Overview

The Trans Association Chair exists to bring trans students together and create a sense of belonging to a supportive, inclusive, and empowered community (the “Trans Association”). You’ll be responsible for devising and coordinating a year-round programme of activities, working with students and staff across the Union’s Student Engagement Directorate to reach our goal of making sure all students have what they need to do well and be happy at university.

Though you’ll receive plenty of guidance from SU staff, we believe you, as an Association Chair, know your community best. As such, you’ll have a good degree of autonomy in setting your priorities together with Association members. You might decide to focus, for instance, on creating spaces to make new friends, celebrating your community with a series of events, or running campaigns to tackle issues affecting trans students. Whatever you choose, as a paid community organiser, you’ll be pivotal to making positive change, creating new connections and networks, and empowering trans students to overcome barriers to thriving.

As Trans Association Chair, you’ll seek out and pursue opportunities to collaborate with other Association Chairs, as well as members of our democratically elected Exec Team. For instance, the Trans Association Chair has previously collaborated with the Wellbeing and Liberation Officer on the Union’s Gender Expression Fund, and with the Disabled and LGBTQ+ Association Chairs to deliver inclusive sex education workshops for their members. You’ll also be responsible for forming and leading an Association committee, with whom you’ll work to reach your goals.

The Trans Association Chair will align most significantly with our ‘we are inclusive’ and ‘we are a community’ values. In the role, you’ll seek to understand, celebrate, and empower a range of voices, fostering a sense of communality and bringing down barriers faced by trans students of different backgrounds and perspectives.

You’ll receive plenty of support to do your job well from staff across the directorate. You’ll also have regular supervision meetings with your line manager who’ll help you to set and track progress toward your goals, as well as to identify and pursue learning and development opportunities.

Key Result Areas

Responsible for	Contributor to
Building an active community of trans students by providing opportunities for students to get involved in your activities, whether they be events, campaigns, projects, etc. as well as tapping into formal and informal student communities with the aim of growing your Association membership.	Developing Union policy and encouraging trans students to engage in student democracy.
Creating productive working relationships with leaders and members of student groups (societies) and other communities, including volunteering projects, other Associations, and informal student collectives. This can be achieved through communicating over email, holding meetings and hosting events.	Attending relevant University fora and committee meetings, such as the EDI (Equality, Diversity and Inclusion) Forum.
Forming a committee of at least 2 other students to help with the running of your Association.	Developing the Union's Gender Expression Fund, working with the Liberation, Diversity and Inclusion team to make the Fund as impactful as it can be.
Raising the profile of your Association and showcasing your work through social media, student media (The Mancunion, Fuse FM, Fuse TV), etc.	Working with the University and Union teams to make spaces and services more inclusive of trans students (e.g. streamlining name-change processes).
Developing and delivering a year-round programme of activities that build community and attract new members, including during Welcome Week and Refreshers.	Working toward relevant Union widening participation intervention strategies as outlined in the Access and Participation Plan.
Managing the Association budget, tracking expenditure and ensuring that payments are made.	

Organisational Stewardship & Leadership Responsibilities

- You'll assist in key Students' Union events & activities throughout the year including Welcome Week, elections and supporting the officers in delivering their plans.
- You'll perform duties in line with the Union policy & procedure framework.
- You'll contribute to maintaining communal areas and team stores.

Person Specification

Criteria	Assessed at:		
	Application Form	Interview	All
Education			
We accept candidates from any educational background.			
Skills			
Building communities – great at building and engaging communities, creating a welcoming environment and providing opportunities for students to get involved in your activities, whether they be events, campaigns, projects, etc.			✓
Self-management – can take initiative and manage time and workload independently to make sure goals are met and work is of a high standard.		✓	
Creative thinking – can think creatively, producing new ideas and not being afraid to try different ways of doing things.		✓	
Knowledge			
Good knowledge of the issues affecting trans students at the University of Manchester and in the wider UK.		✓	
Values & Behaviours			
Align with the SU’s values and behaviours both personally and professionally.			✓
Insight-driven – always looking for ways to listen to, understand and capture the needs of other students in your community and using existing research to shape the work of the Association.			
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve and achieve shared goals in a leadership capacity.		✓	
Active bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure			

all voices are heard and factored in when making decisions.			
---	--	--	--

Our Recruitment Process

The way that we recruit is designed to be fair, transparent and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited exactly the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

Top Tip: our roles can be quite competitive, so we recommend applying as soon as possible as we often close applications early!

If you'd like further information or support regarding our recruitment process, we recommend that you read our full recruitment guide for applicants [here](#).