

Role Profile

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| Role title: | Campaigns & Democracy Assistant |
| Salary: | £13.45 per hour + holiday pay |
| Full/Part Time: | Part-Time, 0 hour contract |
| Contract term: | Fixed-Term until July 2027 |
| Accountable to: | Senior Democracy Coordinator |
| Hours: | Up to 10 hours per week during term-time |
| Location: | Usually located at the main Students' Union Building with an option to work some hours remotely |
| Eligibility: | Open to applicants with relevant skills and experience who are eligible to work in the UK and a current student at either UoM, MMU or UoS graduating in 2027 or later. |
| 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 48,000 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](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

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 aim of the Student Influence team is to ensure students at the University of Manchester are actively and fairly involved in democratic processes and campaign activities, with their voices helping shape decisions across the Union, University & City to improve the student experience.

As the Campaigns & Democracy Assistant, you will provide administrative and practical support for the department's democratic and campaigning activities, helping the team create positive change and deliver a great experience for students at the University of Manchester.

The role will involve desk-based administrative work to ensure the team continues delivering a high standard of service for students looking to make positive change through the SU's democratic structures and campaigning functions.

Sometimes the role will involve practical support, such as setting up event spaces and keeping the SU Campaigns Hut stocked with materials.

Other responsibilities may include booking meetings with campaign groups, updating campaign progress and student democracy webpages, booking rooms for events, and supporting a range of Student Influence activities and events. You will also liaise with elected Executive Officers to support their campaigns and projects.

Additionally, you will contribute to key projects led by the department, including LeadMCR, Union Assembly, Reclaim the Night, and the Accommodation Voice Rep programme.

Key Result Areas

| Responsible for |
|---|
| Providing administration support to the Student Influence team by responding to emails and managing the inbox, creating content for departmental newsletters to inform students of key information regarding department activity, and arranging meetings with students wanting to get involved in the work of the department. |
| Administering the policy book pages on the Students' Union website, ensuring that they are kept up to date as items are actioned and implemented. You'll help to ensure policy proposers and the student body are kept up to date on policy progression. |
| Maintaining good rapport between student campaigners and the Students' Union through the following areas |
| <ol style="list-style-type: none">1. Updating relevant resources and web pages. |

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| 2. Reaching out to current campaign groups to offer support meetings which should/could eventually be run by the Student Mobilisation Assistant. |
| 3. Ensuring the campaigns hut is regularly stocked for student activity, and is kept tidy. |
| 4. Helping with the administration of the Campaigns fund for student groups interested in changemaking by monitoring and processing applications. |
| 5. Working with the Marketing and Communications team to let students know about campaigns work |
| Helping to organise recognition for students involved in changemaking activity. |
| Organisation meeting logistics including organising invites, room bookings and incentives. |
| Contributor to |
| You will be involved in supporting the operation and functionality of our democratic structures (i.e. Lead MCR, Union Assembly, All-Student Votes). This might involve utilising functions of our Management Systems to event support. |
| Support on specific campaigns and events such as Reclaim the Night, and other student led campaigns by providing administrative support. |
| You will support the Exec Officer Teams in the events that they lead to help them gather views of students and achieve the ideas that they were elected on in Lead MCR. |
| Being a touch point for students wanting to find out about campaign and democratic activity taking place on and off campus. Being able to signpost students appropriately. |
| Supporting Accommodation Voice Reps in gathering insight on the student experience in University Accommodation and lease accommodation. |
| Career Development |
| Stakeholder engagement and management |
| Content creation |
| Event planning |
| Cross-team collaboration and community facilitation. |

This is not an exhaustive list of responsibilities, and you may be asked to carry out other duties appropriate to the role.

Organisational Stewardship & Leadership Responsibilities

- You'll participate in team planning days.
- 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.
- To contribute to maintaining communal areas and team stores

Person Specification

| Criteria | Assessed at: | |
|---|------------------|-----------|
| | Application Form | Interview |
| Education | | |
| We accept candidates from any educational background. | | |
| Skills | | |

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|---|---|---|
| Networking – great at building new positive working relationships as well as retaining current ones with internal and external stakeholders (e.g. student leaders, line management staff, university staff) | | ✓ |
| Creative thinking – great at thinking outside the box, coming up with new ideas and not being afraid to try different ways of doing things | | ✓ |
| Organisation – great at planning ahead, prioritising workload, completing admin duties like emailing and answering the phone | ✓ | |
| Active knowledge and interest in Liberation, Diversity and Inclusion | ✓ | |
| Attention to detail – pays attention to detail with all tasks, confident in highlighting most important information from policies and documents, great at providing summaries of research | | ✓ |
| Personal Attributes | | |
| Independent – great at working with autonomy, trying new ideas | | ✓ |
| Communication – displays radical candour through giving and receiving feedback, uses data and knowledge to provide rationale for decision making | | ✓ |
| Values & Behaviours | | |
| Align with the SU’s values and behaviours both personally and professionally | ✓ | |
| Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve | | ✓ |
| Customer Service – provides a high standard of customer service, creating a welcoming space for all, continually seeks ways to improve services | ✓ | |
| 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 | | |

Please note that all of the above criteria are desirable unless marked with an asterisk (*), which indicates essential requirements.

Training & Development

We don't expect you to meet every single requirement listed above. When you join us, you'll be part of a supportive team where learning is encouraged and built into everyday work.

- **On-the-job learning:** Most training will happen naturally as part of your role, with colleagues and managers supporting you to pick up new skills. You'll gain experience in stakeholder engagement, content creation and utilising our Students' Union Management System.
- **Independent and formal learning:** If you prefer independent learning, we provide resources such as guides, e-learning, and access to professional reading materials via StaffSavvy. We also regularly offer staff development sessions, external training, and networking opportunities.
- **Role-specific development:** You'll have the opportunity to develop skills in stakeholder management and engagement, event support and planning, and creating content to showcase the work of the department to a range of audiences.

Working Arrangements

The Student Influence team is based in the Activities Office. This can be found on the first floor of the Students' Union building.

- **Flexibility/Remote Working:** The role offers flexibility. It is expected that you will attend the office to work alongside the Student Influence team. Remote working is available as part of the week agreed with your line manager.
- **Hours/ Patterns of Work:** Core hours are normally 9-5. There will be occasions when you'll be required to work outside of these hours. Flexible working is supported where possible.

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 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.

You can find more information about our recruitment process on [our website](#).