

Role Profile

Role title:	Policy Coordinator
Salary:	£24,863-£27,013
Full/Part Time:	Full-Time
Contract term:	Fixed-Term 12 months
Accountable to:	Head of Policy
Accountable for:	n/a
Hours:	35 Hours per week
Location:	Hybrid: When on site (minimum 3 days a week). Usually located within the University of Manchester Students' Union with meetings across GMSP Unions in the Manchester City Region.
Eligibility:	Open to recent University of Manchester graduates with relevant skills and experience who are eligible to work in the UK (graduated in 2025 or set to graduate 2026)
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 to 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 5 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 Policy Intern role will work closely with the Head of Policy to develop and deliver bold, evidence-based policy work that reflects the lived experiences of students and aligns with the political approach of elected Executive Officers. In this role, you’ll inform decision-makers, respond to policy developments affecting the student experience, and ensure students’ voices are at the heart of the change we seek.
- Our context provides a unique and exciting challenge. We are led by a changing political leadership (our elected Executive Officer team) every year and this role is closely positioned to support that team in achieving its aims. As a result, a passion for student led change and a curiosity to learn more about the wider Higher Education policy context is key for this role.
- In supporting students and advocating for their rights, we work on a wide range of issues and at a variety of levels. Covering issues of housing, nighttime safety, higher education funding, transport and many more, candidates’ passion for civic engagement is crucial.
- Within this role, whilst you are based primarily at the University of Manchester Students’ Union, you will also be working closely with the Greater Manchester Students’ Partnership (GMSP), wherein students’ unions across the city region lobby local and regional stakeholders for meaningful change for students here in Greater Manchester.
- Our members are diverse and have diverse needs and therefore, your ability to assess and prioritise multiple projects is necessary in the role. In order to secure meaningful, long term policy change for students, you will need to work within the team to draw from Officer priorities and student data, reacting to the ever-evolving context of the Higher Education sector.
- To deliver this role well, all of UMSU’s values are important. The ones that most closely align are; putting students at the heart of what we do by using the rich insight and expertise we have on Manchester students to bring about a better academic and student experience; and; we are open and transparent, because we must provide transparent reasoning in policy positions to earn the trust of students, staff, and stakeholders.

Key Result Areas

Responsible for	Contributor to
Ghost-writing comms on evolving issues for students. This is aimed at university staff, students, and press on where Union priorities and zeitgeist intersect. e.g. nighttime safety gets more attention in national press, the Policy Intern ghostwrites content for the Wellbeing and Liberation Officer to put their name to on what our research says, what the organisation is doing, what the call to action is.	Mapping stakeholder relationships alongside other teams in the organisation to ensure we are maximising opportunities for influence and leveraging.
Issue based briefings on research/concepts for student leaders, staff as and when required e.g. campaigners would like to know about education for sustainable development, or officers want to campaign on changing the academic advisor model or climate catastrophe in global majority areas. At least 2-3 per month.	Producing evidence-based consultation responses alongside the Head of Policy and Officer team. This could involve designing and running focus groups or synthesising key documents.
Curating research and insight rich information banks on the issues students care about. These should be published/updated and launched (3-4 in any given year) for use by any student leader, and to create transparency on what the union is working on changing.	
Monitor and communicate policy developments on issues affecting students and students' unions. Ensure the organisation is aware of and responsive to future developments via a monthly Policy Roundup email to all staff in the organisation.	
Ensure effective working relationships and contextual understanding of the students' unions in the Greater Manchester Students' Partnership. Ground relevant policy work in a Manchester wide context.	

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	All
Education			
This is a graduate role so you'll need to be a recent graduate from UoM (2025 onwards)	x		
Skills			
Researching/ability to learn new concepts, systems and ideas, develop an output and then coach others through the issue		x	
Writing ability- has confidence in written communication tailored to different audiences and to suit different goals and outcomes.			x
Creative thinking – great at thinking outside the box, coming up with new ideas and not being afraid to try different ways of doing things		x	
Organisation – great at planning ahead, prioritising workload, completing admin duties like emailing and good digital file keeping			x
Growth mindset – willingness to constantly improve, engage in training, ask questions, being curious, looks for ways to improve processes		x	
Policy interest- has a keen interest in public affairs and civic engagement both in the context of higher education and around the city region of Greater Manchester			x
Adaptive – great at managing change, flexible to differing team			

members needs/ways of working, confident at managing taking on busy periods.			x
Personal Attributes			
Independent – great at working with autonomy, trying new ideas		x	
Communication – displays radical candour through giving and receiving feedback, uses data and knowledge to provide rationale for decision making. Is able to flex delivery depending on audience and type of communication (formal report, blog, presentation, committee space)		x	
Accountable – takes ownership over own areas of work, able to own mistakes and resolve accordingly, confident to hold others to account		x	
Enabling– passionate about student issues and upskilling student leaders to make change*			x
Values & Behaviours			
Align with the SU’s values and behaviours both personally and professionally*			x
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work			x
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve		x	
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	x		

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.

Working Arrangements

The Student Influence team is based in the Activities Office. You'll have your own desk space but can hot desk and work from other offices if you prefer. Remote working is available for part of the week, with an expectation to attend the office 2–3 times weekly. Core hours are usually 9–5, but 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 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](#).