

## **Role Profile**

<b>Role title:</b>	School Representative
<b>Salary:</b>	£13.45 per hour + holiday pay
<b>Full/Part Time:</b>	Part-Time
<b>Contract term:</b>	Zero Hours
<b>Accountable to:</b>	Senior Education Coordinator
<b>Hours:</b>	Approximately 3-4 hours per week during term-time
<b>Location:</b>	Usually located at the main Students' Union Building with an option to work some hours remotely
<b>Eligibility:</b>	Applications are open to students who are/were an Academic or School Rep in the 2024/25 or 2025/26 academic year and have completed the rep training (online or in-person). Eligibility for post depends on whether the candidate is part of the School they are applying for. Applicants must be students for the entire 2026/2027 academic year.
<b>Benefits:</b>	We offer a great range of benefits. You can see them <a href="#">here</a> .

## **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 Education team is to improve the academic experience for all students at the University of Manchester and to ensure that their voices are heard at all levels. We do this by supporting our 1500+ Academic Reps, who gather feedback from their peers and voice it in staff/student spaces, and by supporting the work of our four Education Executive Officers.

The School Rep role is an exciting role that puts students at the heart of what we do and provides a great experience to our students at an academic level. As well as being responsible for working to improve students' education at the University of Manchester, a key part of the role is building a community among reps and students in the school, for example, through hosting events.

This role will involve you advocating for student needs and rights by exercising your influence at academic committees and boards where senior staff in your school want to hear the student opinion on academic issues and policies such as assessment, feedback, resources, timetabling and exams. In addition, you'll work together with your line manager in order to develop a mini manifesto which will see you addressing particular issues in your School. You'll collaborate with colleagues in the Students' Union to implement your ideas, create opportunities for students to get engaged, and deliver on student priorities informed by insights.

### **Key Result Areas**

<b>Responsible for</b>
Representing academic reps and students in your School, advocating for their best interests and making positive change on their behalf. You'll use student insight and data to lobby various stakeholders, ensuring students are at the heart of every decision that is made.
Keeping students up to date on progress and outcomes of your work to ensure transparency and closing of the feedback loop.
Planning, organising and delivering regular events for students and reps to help student and reps get together and socialise and build a community in your School.
Filming and writing content for various social media platforms and communication channels to ensure that the students in your School know who you are and what you do. You should be comfortable in front of a camera and for your face to be on the SU/School's social media channels and on posters.
Delivering training and workshops to students such as general rep training and Faculty Forum. Opportunity to Co-chair or chair committees, ensuring fair discussions.

Developing a mini manifesto relating to the most pressing issues in your School. During your time as School reps, this manifesto will be a starting point for projects you undertake with key contacts in your School and with support from your line manager.
<b>Contributor to</b>
Leading on key student voice events and meetings such as Faculty Forum. You will be supported by an Education Team staff member or Education Faculty Officer to plan and run these events.
Supporting the Education Faculty Officers with their ideas and priorities by collaborating on projects and sharing your ideas and feedback with them.
Improving the Union's outcomes in key student satisfaction surveys, such as the NSS and EducateMCR, by enhancing students' experiences with the Union.
Assisting in implementing the Students' Union strategy, ensuring the work of the Union fulfils the values of the organisation. Supporting existing process, ongoing work, campaigns and projects of the Students' Union.
<b>Career Development</b>
Report writing for committees and stakeholder meetings
Public speaking and presenting
Event planning and delivery
Evidence-based advocacy and negotiation
Professional networking and relationship-building with senior stakeholders

### **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	Pre-Interview Task	Group Interview	All
<b>Education</b>				
We accept candidates from any educational background. Please note all applicants must be a student at the University of Manchester until the end of the 26/27 academic year, and must have been an Academic Rep during the academic year 24/25 or 25/26.				
<b>Skills</b>				
Advocacy – supporting and speaking on behalf of individuals/groups to represent their needs and beliefs				✓

Communication – clear and effective communication with students and staff using data and student insight to represent student views and share outcomes transparently				✓
Stakeholder engagement – great at building new positive working relationships as well as retaining current ones with stakeholders (e.g., university staff, student leaders)		✓		
Creativity – innovative approaches to planning and delivering engaging events that build community and increase student engagement			✓	
<b>Personal Attributes</b>				
Accountable – takes ownership over own areas and implementation of projects/ideas				✓
Independent – great at working with autonomy, trying new ideas, able to manage own time and workload	✓			
Confident – demonstrates self-assurance in professional settings, including public speaking and presenting; able to engage effectively with senior stakeholders, lead events, and comfortable having a presence on social media and in front of the camera				✓
<b>Values &amp; Behaviours</b>				
Align with the SU’s values and behaviours both personally and professionally				✓
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		✓	✓	
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve				✓
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	✓	✓		

## **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 report writing, public speaking, event planning and relationship-building.
- **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.
  - If you learn best through training or workshops, we regularly offer staff development sessions.

## **Working Arrangements**

The **Education Team** is based in the **Activities Office in the SU main building**.

- **Flexibility/Remote Working**
  - Most meetings, committees and events that you attend as part of this role will be on-site. Remote working is only available for tasks such as writing emails, preparing for meetings and planning events. The majority of your work will be carried out on campus.
- **Hours/ Patterns of Work**
  - Core hours are usually 9–5, but flexible working is supported where possible. As your contract is for about 3-4 hours per week, this can fit around your studies.

## **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](#).