

Role Profile

Role title:	Union Assembly Chair
Salary:	£13.45 per hour + holiday pay
Full/Part Time:	Part-Time, 0 hour contract
Contract term:	Fixed-Term until 31 st July 2027
Accountable to:	Senior Democracy Coordinator
Hours:	Approximately 20-30 hours per term, depending on the demand from students to hold a Union Assembly.
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, graduating no earlier than July 2027, who are eligible to work in the UK.
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

Sitting in the Student Influence team, the Union Assembly Chair will play an integral role in overseeing the running of Union Assembly, ensuring that our democracy at Union Assembly is inclusive, transparent and fair. You will aim to seek meaningful engagement from all students, impartially chair student-led discussions, oversee the agenda of Union Assembly and ensure that Union Assembly meets its policy-setting purpose as outlined in the [Union Assembly and Policy byelaw](#).

Union Assembly brings together students from a wide range of backgrounds to discuss, debate, and shape policy proposals. Where appropriate, students can propose amendments to policies before decisions are made. The structure and decision-making processes of Union Assembly are set out in the Union Assembly and Policy Byelaw. As this framework is currently under active review, the postholder will play a key role in helping to develop, implement, and embed any agreed changes. More information on Union Assembly can be found on [our website](#). Our current policies can be found [here](#).

Fundamental to the role is applying community organising principles to ensure that a diverse range of students attend each Union Assembly. You will help to identify communities of students that are likely to be impacted by proposals being discussed and communicate the power they hold in shaping and influencing policies that seek to improve their student experience.

You will facilitate a deliberative process and set out how discussions will take place at Union Assembly. You may enable students to propose changes to submitted policy at your discretion. Items submitted to Union Assembly can be contentious so it will be important for the Chair to ensure all students are confident in sharing their ideas and opinions.

In addition to your responsibilities in chairing Union Assembly, you'll be a member of the Union Assembly Committee that helps to facilitate the democratic will of the student body through ensuring that policies are actionable. You will sit alongside the Union Affairs Officer and the other members of the [SU Executive Officer Team](#) on this committee.

This role aligns with all organisational values though there will be a focus on putting students at the heart of our work, being open and transparent, and being inclusive. This role will be ideal for anyone who has a keen interest in democratic values, policy and member led organisations.

Key Result Areas

Responsible for
Setting the agenda of Union Assembly, ensuring papers are released which includes policies and additional information to help attendees learn about the topic being discussed.
Attending and chairing Union Assembly meetings with a structured, impartial, friendly and inclusive approach to ensure that a broad range of views are heard, students understand the Union Assembly and Policy byelaw, and items on the agenda.

Attending Union Assembly Committee meetings to discuss items proposed policies to go to Union Assembly and that policies are actionable.
Supporting students in developing clear, actionable and appropriately scoped policy proposals, helping them understand Union Assembly processes and ensuring that they feel confident engaging with the Union's democratic processes.
Promoting the Students' Union's democratic procedures to the student body, encouraging a diverse range of students to submit proposals on issues that can be actioned or matter to them.
Contributor to
Assisting with the planning, organising and delivery of Union Assembly's reaching a high engagement rate with students. The agenda for Union Assembly meetings must be released in line with the timescales.
Assist with the delivery of the Union Assembly and its development. Ensure that Union Assembly and Policy byelaw is adapted and has the confidence of students. You will have autonomy to decide whether to accept any amendments from students attending the meeting following the process outlined in the byelaw.
Monitoring the progress in implementation of policies approved through Union Assembly.
Communicating with policy proposers and engaged students regarding updates on proposals and outcomes from discussions at Union Assembly Committee.
Career Development
Stakeholder engagement and management.
Cross-team collaboration and community facilitation.
Policy development.
Navigating and understanding complex policy proposals.

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.		
Candidates must be a current student at the University of Manchester graduating no earlier than July 2027.		

Skills		
Chairing – facilitating effective meetings and discussions including those involving contentious issues, remaining impartial, ensuring meetings keep on topic and are efficient.	✓	✓
Customer service – provides a high standard of service to members, creating a welcoming space for all, continually seeks ways to improve service within the department.	✓	
Administration - organised, capable of managing administrative tasks to a high standard.		✓
Communication – able to communicate with a range of stakeholders	✓	
Building communities – great at building and engaging communities, creating a welcoming environment and informing students on how they can get involved with Union Assembly		✓
Personal Attributes		
An interest and understanding of democracy in student-led activity and the importance of students making positive change.	✓	✓
Time management - Ability to work independently to prioritise own workload and ensure personal deadlines and targets are met	✓	
Approachable - Friendly and approachable with the ability to maintain calm disposition especially under pressure	✓	
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		✓
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		
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, chairing and facilitating meetings, understanding our democratic functions 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:** Our Core hours are normally 9-5. You'll be required to work Union Assembly meetings which usually takes place after 5pm. 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.

Due to the nature of the Union Assembly Chair role and the Students' Union Byelaws, you'll be invited to the part in an election if successful at interview stage. Training and guidance will be given.

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