

Role Profile

Role title:	Union Assembly Chair
Salary:	£12 per hour + holiday pay
Full/Part Time:	Part Time
Contract term:	Zero Hours, Fixed term until 7th June 2025
Accountable to:	Senior Democracy Coordinator
Accountable for:	None
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 2025, who are eligible to work in the UK from the start of employment
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](#).

As a student member of staff, you'll directly impact the lives of UoM students. You'll receive an experience like no other which will give you first-hand experience at the support offered and services the Students' Union run for students. By working with us, we hope to give you skills and experience you can use not just whilst you're at university, but after you leave too. This could be through an

opportunity such as a permanent staff position here, one of our 8 elected Exec Officers or a role in the wider community.

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

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 and Union Assembly meets its purpose of the policy-setting process as outlined in the newly approved [Union Assembly and Policy byelaw](#).

You will set the agenda of Union Assembly and be responsible to impartially chairing each Union Assembly that takes place during the academic year. Union Assembly is where students are invited to discuss proposals that have been submitted to come to an informed decision when voting. Items submitted to Union Assembly can be contentious.

You will facilitate a deliberative process to ensure that members are informed of the impacts of and restrictions on any policy proposed. You'll also set out how discussions will take place on each item. You may enable students to propose changes to submitted policy at your discretion.

In addition to your responsibilities in chairing Union Assembly, you'll be a member of the newly formed 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 Executive Team on this committee.

Other areas of the role will include identifying specific student or student groups to ensure that we have a variety of students attending Union Assembly including those that are likely to be impacted by any policy proposals.

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	Contributor to
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. Papers for meetings must be released in line with the timescales.	Assisting with the planning, organising and delivery of Union Assembly's reaching a high engagement rate with students.
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. You will have autonomy to decide the deliberative process that will be used each agenda item at Union Assembly, and you may decide whether to accept any amendments from students attending the meeting and following the process outlined in the byelaw.	Assist with the delivery of the Union Assembly and it's development. In 24/25 ensure that Union Assembly and Policy byelaw is adapted and has the confidence of students. You will review the success of Union Assembly, delegated from the Trustee Board, and where necessary make recommendations to improve the functioning of the democratic process.
Attending Union Assembly Committee meetings to discuss items proposed policies to go to Union Assembly and that policies are actionable.	Monitoring the progress in implementation of policies approved through Union Assembly.
Communicating with policy proposers with updates on their items and outcomes from discussions at Union Assembly Committee, and directly with students encouraging them to attend Union Assembly and contribute a diversity of opinion to discussions.	
Advocating the Students' Union's democratic procedures to student and encouraging students to submit items ahead of the deadlines for discussion at Union Assembly.	
Providing administrative assistance in communicating with student and student groups including but not limited to directly invite them to Union Assembly meetings, and to keep students up to date with progress and implementation of approved policies.	

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
Education	
We accept candidates from any educational background.	✓
Candidates must be a current student at the University of Manchester graduating no earlier than July 2025.	✓
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	✓
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	✓
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	✓

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](#).