

YORK ST JOHN STUDENTS' UNION

JOB DESCRIPTION

Job title: Governance and Democracy Assistant

Team: Student Opportunities

Scope of duties: To provide support for the Students' Union on all matters relating to governance, including scheduling and recording meetings of the Trustee Board, associated sub-committees and student forums. Enhancing the Students' Union democratic procedures with a view to enhance participation and work with student groups to provide a high quality level of service regarding their governance requirements.

Salary Scale: £20,026-£21,735 (Grade B, Point 1-4)

Hours of work: 35 hours a week. Flexibility will be required

Responsible to: Voice and Insight Coordinator

GOVERNANCE SUPPORT

- Support for trustees' meetings, committees, Annual Student Members Meetings, other general meetings as well as other internal / external meetings. Taking of accurate minutes in compliance with the Companies Act 2006 and best practice for charities
- Maintaining an accurate register of the members and attendees of all committees / meetings and up to date contact details. Maintain the schedule of business in conjunction with appropriate staff for committees / meetings and ensure those responsible for preparing papers are aware of up-and-coming business.
- Support the Student Opportunities Team in the recruitment of external and student trustees as and when required
- Coordinate the compilation and distribution of papers in a timely, consistent and accurate manner in advance of all meetings and ensure that attendees have followed up in all actions in order to provide an update at the next meeting in line with KPI.s.
- Support internal reviews of policies and governing documentation in a timely manner, when required.

DEMOCRATIC SUPPORT

- Assist the Student Opportunities Team in the delivery of elections, such as the annual cycle for officers, Academic Representatives and Student Councillors

- Assist the Officers of the Union with delivery of campaigns, working with the Operations and Business Development Team and Voice and Insight Coordinator to assess the outputs and impact on the student experience.
- Maintain an accurate register of elected representatives and their activity
- Maintain an up-to-date record of key contacts for student representatives so to ensure clear directions of communication
- Monitor the progress of policies that have been established by Student Council
- Record minutes for meetings of the Student Council, Zones and other student forums lead by the Students' Union

Plus

- To fulfil other duties and work on other projects as directed by the Student Opportunities Manager
- Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the department
- Ensure compliance with relevant legislation and statutory codes of practice, as advices
- Participate in the arrangements for performance review
- Ensure that professional skills are regularly updated through participation in training and development activities
- Ensure all Students' Union policies are implemented within the remit of this post

PERSON SPECIFICATION

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS	Essential	Desirable
QUALIFICATIONS (Academic, vocational/professional and other training)		
Education to a good standard (A Level/Degree)	x	
KNOWLEDGE & EXPERIENCE (e.g. report writing, office experience, Microsoft office)		
Experience of working in a democratic or member-led organisation		x
Experience of developing & implementing action plans	x	

Relevant work experience in office administration	x	
Experience of supporting and developing representatives or volunteers		x
Experience of compiling surveys, data analysis and report writing		x
Experience of providing academic advice within a HE institution		x
A broad understanding of issues affecting the Higher Education sector	x	
SKILLS/ATTRIBUTES (e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)		
Strong clerical skills, including minute taking, filing, and associated paperwork management	x	
Excellent oral and written communication skills, including listening skills	x	
IT proficiency (including Microsoft office Suite and working knowledge of online tools)	x	
Ability to establish strong working relationships with a range of individuals	x	
BEHAVIOURS (Behaviours will be tested at interview against the Competency Framework, available on our website)		
Working together as a team	x	
Achieving and delivery	x	
Integrity – Living our values	x	