

Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Application pack

3x Student Voice Assistant: Academic Interests

This application pack is constructed of two components

1. Job Advert
2. Role Profile and Personal Specification

Job Advert

Student Voice requires three students to support the development of the Academic Representative system. One position is available per Academic College (College of Biological and Life Sciences, College of Arts, Humanities, and Social Sciences, and College of Physical Sciences and Engineering).

These three students will join a record-breaking team that has exceeded its targets in the last year. It is due to the success and industrious attitude of the two current student staff that the department is in the positive situation of being able to employ additional student staff. The roles advertised will support the core representative functions of the department and the wider Students' Union. Administration and organisational skills are essential for this role.

Please review the Role Profile and Personal Specification – we will not be accepting CVs, only application forms. Please respond to the Personal Specification within your application.

Start Date: ASAP / September

Working Hours: Between the regular working hours of 9am until 5pm - 8-10 hours per week (on an Ad Hoc basis, some weeks there may only be 2-4 hours available). We are flexible with when these hours must be completed.

Dress code: Casual

Location: Student Voice Department (Students' Union – Third Floor park place), occasionally based at the Heath Park (transport will be provided)

Application deadline: 15/09 at 9am please send your application or any questions to:
studentreps@cardiff.ac.uk

PLEASE BE AWARE THAT IF YOU ARE ON A TIER 4 VISA IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE TOTAL NUMBER OF HOURS YOU WORK EACH WEEK DOES NOT EXCEED THE NUMBER SHOWN ON YOUR VISA OR BIOMETRIC RESIDENCE PERMIT.



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Student Voice Assistant: Academic Interests Role Profile

Accountable to: Head of Student Voice

Salary Band: Student Living Wage

Hours: 10 hours per week during term time (flexibility around assessments)

Location: Park Place, with potential travel to Heath Park Campus

Note: *This role will report directly to the Head of Student Voice, but will be supporting the Student Voice Coordinators*

JOB PURPOSE

To provide administrative support to the Student Voice department, including the Student Voice Coordinators, the Student Voice Assistant for Data, the Student Voice Assistant for Democracy & Campaigns and the Head of Student Voice. To help to encourage and support student participation and engagement in Student Voice activities from Academic Representation, to the Enriching Student Life Awards, and Speak Week as well as any other projects that allow the Students' Union to effectively represent students' academic interests.

KEY RESPONSIBILITIES

1. To provide administrative support to the Academic Representation system

- Creating College Fora agenda
- Drafting minutes of College Fora
- Assisting in maintaining the Academic Rep database (monitoring attendance, updating details, and supporting interventions)
- Providing administrative support for training and conferences
- Arranging meetings between the VP Education and Chairs of SSPs
- Evaluating and proposing new web content
- Inputting Rep details onto the Cardiffstudents website
- Creating a social media plan for Academic Representation
- Drafting minutes of meetings between the Student Voice Coordinators and Academic Reps
- Any other additional duties as defined by the Head of Student Voice

2. Development of Academic Representation

- Maintaining a list of all Academic Societies
- Working with Academic Societies to understand their development needs around Academic Interests
- Support any focus group activity around the understanding of Academic Interests



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3. Enriching Student Life Awards

- Providing support to campaign days for the Enriching Student Life Awards
- Analysing Enriching Student Life Awards nominations to find areas of engagement
- Supporting the planning and organisation of the awards evening

4. Speak Week

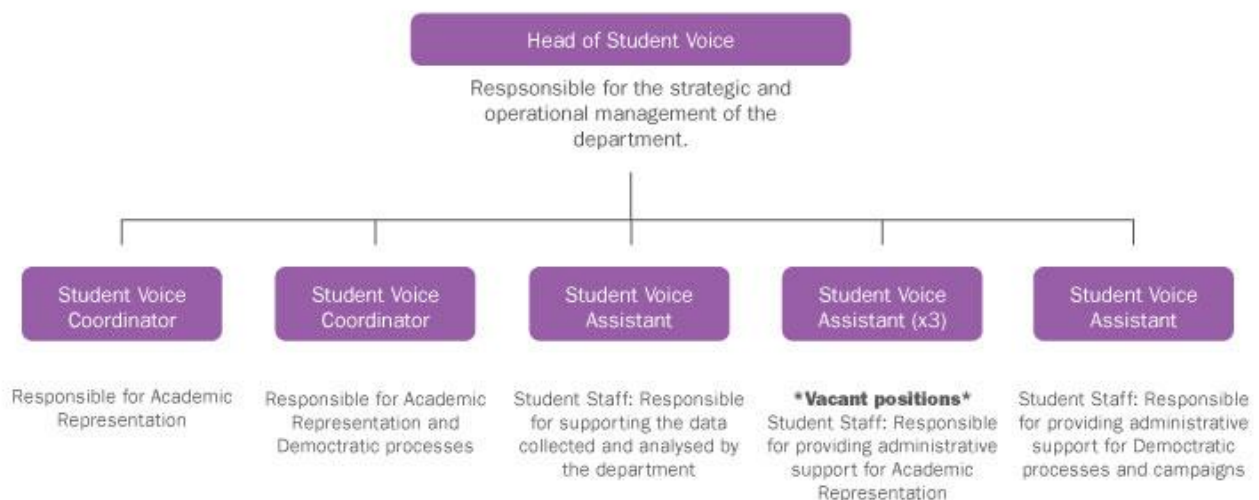
- Helping create an operational plan for Speak Week
- Allocating times for volunteers and Academic Reps to gain feedback
- Assisting in updating the daily tally of cards received
- Supporting the SVA: Data with effective organisation to analyse the Speak Week results

5. Championing the values of Cardiff University Students' Union

Be an ambassador for Cardiff University Students' Union championing the values of the Students' Union:

- Provide Opportunities and Empower
- Be Excellent at what we do by being totally inclusive
- Champion student leadership
- Facilitate positive change
- Listen, communicate, and engage

Department structure found below:



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PERSONAL SPECIFICATION

You should be able to demonstrate in your application	Essential	Desirable	Tested By
ELIGIBILITY & QUALIFICATIONS			
Current student at Cardiff University	✓		A
Registered with Cardiff University Students' Union Jobshop	✓		A/I
Experience in a customer service focused role	✓		A
Experience of administrative tasks	✓		A/I
Experience of creating agendas and writing minutes	✓		A/I
SKILLS AND ABILITIES			
Excellent written and verbal communication	✓		I
To be flexible and able to multi-task	✓		A/I
Ability to plan, organise and prioritise workloads to ensure that deadlines are met	✓		I
Ability to work independently and as a team member	✓		A/I
Ability to use IT systems – e.g. Outlook, Excel, Word and databases	✓		A/I
Understanding of how to use social media appropriately	✓		A/I
ADDITIONAL SKILLS & ABILITIES			
Interest in supporting Academic Representation	✓		I
A strong commitment to the principles of equal opportunities	✓		I
Bilingual (Ability to Speak Welsh)		✓	A/I
Professional representative for Cardiff University Students' Union	✓		A/I
Uphold the Values of Cardiff University Students' Union	✓		A/I

A = Application Form

I = Interview

