

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Voice Assistant
Reporting to	Voice and Insight Manager
Place of Work	Kedleston Road (with travel to other sites when required)
Hours of Work & Salary	8 hours per week, national living wage per hour
Contract	Fixed term (working during term time this is usually 35 weeks per academic year) until July 2025

The Voice Team are looking to recruit an organised and proactive student to fulfil the role of Voice Assistant with the Union of Students. In this role, you will be assisting the Voice Coordinators with all the core elements of their roles and projects.

This role has a flexible working pattern, which can work around study and other personal commitments. You will be based in the Voice Team at the Kedleston Road site, with occasional travel to other sites and campuses when required.

If you are an individual who is passionate about Student Voice and Representation, then we want to hear from you!

To download the full recruitment pack including the job description and person specification please refer to our website the link is: <http://www.derbyunion.co.uk/jobs>

The deadline for us to receive applications is 12:00pm noon on Thursday 18th July 2024.

Interviews will be held w/c 29th July 2024.

*****We reserve the right to close this advertisement early if we receive a high volume of suitable applications*****

Interview date to be confirmed and will be held either virtually via Microsoft Teams or face to face. If selected for an interview, you will be advised what recruitment tasks (if applicable) will be undertaken on the day to support the panel. If successful at the interview stage, candidates ideally are required to start immediately following the interview process.

If you have any questions about the role, please email steph.compton@derbyunion.co.uk

Diversity and Inclusion

Diversity and Inclusion The Union of Students are an equal opportunities employer; and encourage and value diversity for all our employees. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement or once in post.

We will select the best candidate solely on the basis of merit and ability to do the job. Unjustifiable discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation or any other reason will form no part of our selection process. We champion equal opportunities, equality and dignity in the workplace.

We can objectively justify why certain roles are designated for students, having a commitment to provide casual employment to students where roles are identified that suit such a cohort.

Purpose of Role

To assist in the delivery of the representation, governance, and peer assisted learning schemes of the Union.

DUTIES:

- To support the delivery and administration of elections e.g. elections handbook, printing campaign materials, email support
- To support the administration of the Ideas Forum, College Forums and All-Student Meetings.
- To support the creation of impact reports, collating data on representation and democracy.
- To provide support to ensure the database of Programme Reps is accurate, utilising gap analysis to identify where there is no/an inactive rep on a particular course/programme.
- To support the delivery and administration of the annual Programme Rep Conference
- To support departmental events such as the Education Awards.
- To provide administrative support to the functions of the Part Time Officers and College Representative Scheme.
- To Support Academic Representative elections under the supervision of the Student Voice Coordinator and Manager.
- To enter information on to students' individual Higher Education Achievement Report.
- To provide occasional administrative support to the Activities team and Advice service.
- To provide general administrative support to the Voice Team.

RESPONSIBILITIES:

The principal role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

GENERAL:

All Union employees are expected to work within the ethos of the Union and strive to achieve the following:

1. To work at all times within relevant legislation as well as structures, policies and procedures.
2. To work co-operatively with other Union staff and officers, as well as relevant external organisations.
3. To adhere to the highest standards, especially of customer service and safety.
4. To seek to continually develop and improve Union facilities and services.
5. To keep up-to-date with sector developments, local competition and students' views/needs, where necessary undertaking market research to generate such information.
6. To undertake necessary training and to attend all meetings as requested.
7. To promote a positive and professional image of the Union to its members, customers, stakeholders and other external people.
8. To positively contribute to the organizations ethical & environmental ethos.
9. To perform any other additional reasonable duties as deemed appropriate.

Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide.

A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Welcome, Elections and any other key events if necessary. Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness, and professionalism.

This list is not exhaustive and is a general indication - the role holder will be expected to complete any reasonable task requested of them.

PERSON SPECIFICATION FOR VOICE ASSISTANT:

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
Good general education, typically to the Higher/A level equivalent	Essential	✓	
University/College Degree	Desirable	✓	
EXPERIENCE			
Previous experience working in an office environment	Desirable	✓	
Experience of coordinating multiple tasks	Desirable	✓	
Experience of complex administration systems and processes	Desirable	✓	
Experience of working with volunteers and/or elected representatives	Desirable		✓
Demonstrable experience of working effectively on own initiative	Essential		✓
KNOWLEDGE			
Understanding of current policy and themes in Higher Education, Further Education and Students' Unions within the UK	Desirable	✓	✓
Knowledge of current relevant legislation: 1994 Education Act, Data Protection Act 1998	Desirable	✓	✓
ATTRIBUTES/SKILLS			
Self-motivated and self-reliant	Desirable		✓
IT competent with a working understanding of Microsoft Office	Desirable	✓	
Exceptional interpersonal and communication skills (written and oral)	Desirable	✓	✓
Able to create and maintain working relationships with key stakeholders and staff	Desirable		✓
Able to overcome hurdles and problems in a constructive manner	Desirable	✓	✓
VALUES AND ETHICS			
Desire to work within a democratic & student led environment	Essential	✓	✓
Understanding and commitment to equal opportunities	Essential	✓	✓
Desire to work within organisation which serves a culturally diverse membership	Essential	✓	✓
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential	✓	✓
Demonstrably high standards of personal integrity	Essential	✓	✓