



CITY  
STUDENTS'  
UNION

*Academic Representation Intern  
Recruitment Pack*



# Welcome

Thank you for your interest in City, University of London Students' Union (the Union) and becoming our Academic Representation Intern. This pack contains an overview of the Union, the role and information on how you can apply.

The Union exists to represent all 19,000 of our members - every City student. We're run by students, for students, and provide support, representation, advice and activities throughout the good times and the tough times.

We're governed by a board of ten Trustees, who work alongside our student Officers, small staff team, and hundreds of student volunteers to run a thriving and active students' union in the heart of London. The Union has gone through continual development over the past two years after recruiting a number of staff to re-energise the Union. It's an exciting time for us, with a new strategic plan, rebrand and new physical space for our services.

This is a great opportunity to take on an essential role in a developing and dynamic charity committed to changing lives and we look forward to your application.



**Kristina  
Perelygina**  
Board of  
Trustees  
Chair 18/19



**Philip Gilks**  
Chief  
Executive

## About Us

With a rich history spanning over 100 years, City, University of London Students' Union is the primary organisation representing the views of over 19,000 students at City, University of London to the institution and beyond.

With three Full-Time Student Officers, a small team of permanent staff and the involvement of student volunteers, the Union is at the heart of activity on campus. The Union delivers a range of services and support for its members, from independent academic advice to supporting our Programme Reps to enhance their course, to promoting the employability and development of students through our Student Activities department. The Union also runs a Shop which sells a range of products, including ethically sourced University branding clothing, merchandise, confectionary and stationary.

The Union is striving to develop as an organisation and has recently become a Company Limited by Guarantee, moved into a new space on campus and successfully increased its block grant to support this.



# ***Our Vision, Values & Strategy***

## **Our Vision:**

"City Students' Union: A high quality, sector-leading students' union".

As a students' union, we must constantly be striving to be the very best organisation for our membership, no matter which direction they lead us. This means we should always be high quality and at the forefront of our sector.

## **Our Values:**

We are Inclusive. We are Broad-minded. We are Creative. We are City Students' Union.

At the heart of everything that the Students' Union does are its values. They give us our identity, guide how we make decisions, and how we conduct ourselves. We are proud that our values are unique, giving us an identity and way of working that is rarely replicated.

### ***We are Inclusive.***

We believe that equality is achieved when we are inclusive of all of our members. We are committed to the principles of social justice. We believe that our members should have equality of access and participation in the Students' Union and our activities. We are committed to the principles of equity, recognising the differences that our members have and giving them the tools to succeed.

### ***We are Broad-minded.***

We realise that we do not have all of the answers and we should always be open to change and challenging our way of thinking. We are continually learning, talking and sharing information with our students and stakeholders to ensure that we are making the best decisions and offering the best services for our members.

### ***We are Creative.***

We celebrate our history, but we are not constrained by it. We are continually on a journey of self-discovery and self-determination, and we support our students on their own journeys. We are not afraid to take risks, try new things and forge a new path for ourselves, the University, and its students.

## **Our Strategy:**

Our strategy to be a high quality, sector-leading students' union is simple but bold.

"Through active partnerships and dynamic student representation, we will create connected communities, full of opportunities where students can individually and collectively grow together by 2020."

## ***Who Are We Looking For?***

This year we are looking to expand our student staff team, aiming to offer flexible, part-time job opportunities on campus that put students' at the heart of what we do. These roles are great for your future employability, helping you to gain adaptable knowledge and skill that will help you in your future career.

With all our roles you do not need to have had any previous experience but some knowledge of the Students' Union will be useful.

We are looking for an organised, pro-active and enthusiastic current student or recent graduate to join the City SU Team as one of our part-time Interns. The role will include a variety of duties, with the main focus being to help support the work we do with Programme Representatives across the University.

## Role Profile

<b>Post:</b>	Academic Representation Intern
<b>Department:</b>	City, University of London Students' Union
<b>Grade:</b>	2 (0.23 FTE)
<b>Tenure:</b>	Fixed Term until May 2019
<b>Responsible to:</b>	Societies Coordinator

### Job Purpose

The Representation Team is responsible for supporting the delivery of the Programme Representative structures and democratic functions of City, University of London Students' Union. The purpose of the Academic Representation Intern role is to provide administrative support to assist the Union's work to develop the programme representative structures.

### Principal Accountabilities

#### **Student Representation**

- Provide the administrative support to the systems and process used to manage programme representation
- Assist with the delivery and organisation of a training programme for programme representatives
- Assist with organising meetings with programme representatives as required
- To disseminate information as requested to representatives
- Respond to emails in the generic mailboxes relating to academic representation
- Assist colleagues in the Union to improve communications about Programme Representatives
- Provide the administrative support required to ensure the delivery of the student-led teaching awards scheme including contributions and the ceremonies
- Providing administrative support including the tying up of feedback forms and transcribing focus groups

#### **Democracy**

- Support the delivery of elections for the Executive Committee, Union Councillors and NUS Delegate positions
- Support the delivery of Students' Union policy where appropriate and ensure policy records are regularly updated

#### **Other responsibilities**

- Carrying out any other duties as required in line with the grade of the role
- Support the delivery of key Union activities such as promoting events, running polling stations and other similar tasks.
- To carry out basic administrative tasks on behalf of the Union.

## Context

Your Students' Union is in a really exciting

Over the past Year City Students' Union has been working hard to improve many different parts of the student experience on and off campus. Part of this work centres around how we recruit, train and support hundreds of Programme Representatives across the University.

This year the Union has invested funds into trialling a number of new initiatives, designed to investigate new ways for getting students involved in what we do. In a nutshell we aim to improve the academic communities here at City so that we can better understand what you need and want whilst studying.

This year we are increasing our staffing capacity with this exciting new opportunity for a current student or recent graduate. This role will help with a number of different tasks, including helping to improve the efficiency of our processes, supporting our Programme Reps and more.

## Additional Information

- The post holder must at all times carry out their responsibilities with due regard to the University's Equal Opportunities Statement
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the University
- Sustainable Development  
The University is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the University and the wider community.  
Details of policy, information and staff development supporting the policy on the environment and sustainability can be found at [www.city.ac.uk/green-policies](http://www.city.ac.uk/green-policies).

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and the University.*

*Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.*

# ***Candidate Specification***

## Qualifications

### Essential

- Educate to A-Level or equivalent

## Knowledge and Experience

### Essential

- Current student studying at City, University of London or recent graduate (from the last two years)
- Understanding of students at City, University of London
- Excellent customer service skills
- Basic IT, numeracy and literacy skills, with proficient use of Microsoft Office

### Desirable

- Project planning or event planning experience

## Skills and Abilities:

- Effective listening and communication skills
- Ability to handle queries in a professional manner and pass on as appropriate
- Planning, organisational, and administrative skills
- Proactive and able follow clear directions

## Personal Qualities:

### Essential

- Interested in working with students and societies
- Strong commitment to Equality and Diversity
- Positive attitude and enthusiasm about City, University of London and City Students' Union
- Enjoy working as part of a team

## ***How to Apply?***

Applications Close: Tuesday 28<sup>th</sup> August 2018, 11:59pm

Interview Date: Friday 7<sup>th</sup> September

<https://www.city.ac.uk/about/working-at-city>

If you have any questions regarding the role, please contact our SU Representation Manager, [Angelo Weekes](#).