



CITY
STUDENTS'
UNION



assembly

Assembly Member
Job Pack



CITY
STUDENTS'
UNION

RECEPTION



We'd love
to say hi

CALCULATORS
ON SALE
HERE

£12
£14



Students' Union Reception

Welcome

At City Students' Union, we're trying to build a better student community; one that is vibrant and that you are proud to be a part of. We want to empower you to be successful by providing services and support that enhances your experience at City and beyond.

Our elections run each year so students can decide who will represent them and improve their union by asking the questions that matter and making change happen. This pack will show you how you could join our team and be that person whilst completing your studies.

Reimagine your next year of study, apply now.

Key Dates

We know that application processes can seem overwhelming, but we don't want you to feel overwhelmed, so we've made the application process simple and easy to understand.

Our application process:

- Making the decision to apply.
- Submitting a complete application form.
- Attend the interview, if successful after your application.
- Attend the training on the week commencing the 24th of October.
- Attend your first Assembly on 3 November 2022.

Below are all the important dates for your diary:



Working at City Students' Union

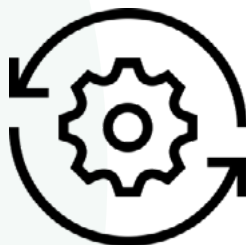
You can find out more on our [work with us page](#), or follow the below links!



About Us



**Equality, Diversity
and Inclusion**



**Work with us
webpage**

Job Description

Role: Assembly Member

Number of posts: 13

Location: On site, Northampton Square, Islington

Expenses: Reasonable expenses will be reimbursed

Start date: 21st of October

Length of post: One academic year

Hours: Up to 10 hours per term, including some evenings and weekends

Responsible for: Student voice, student volunteers

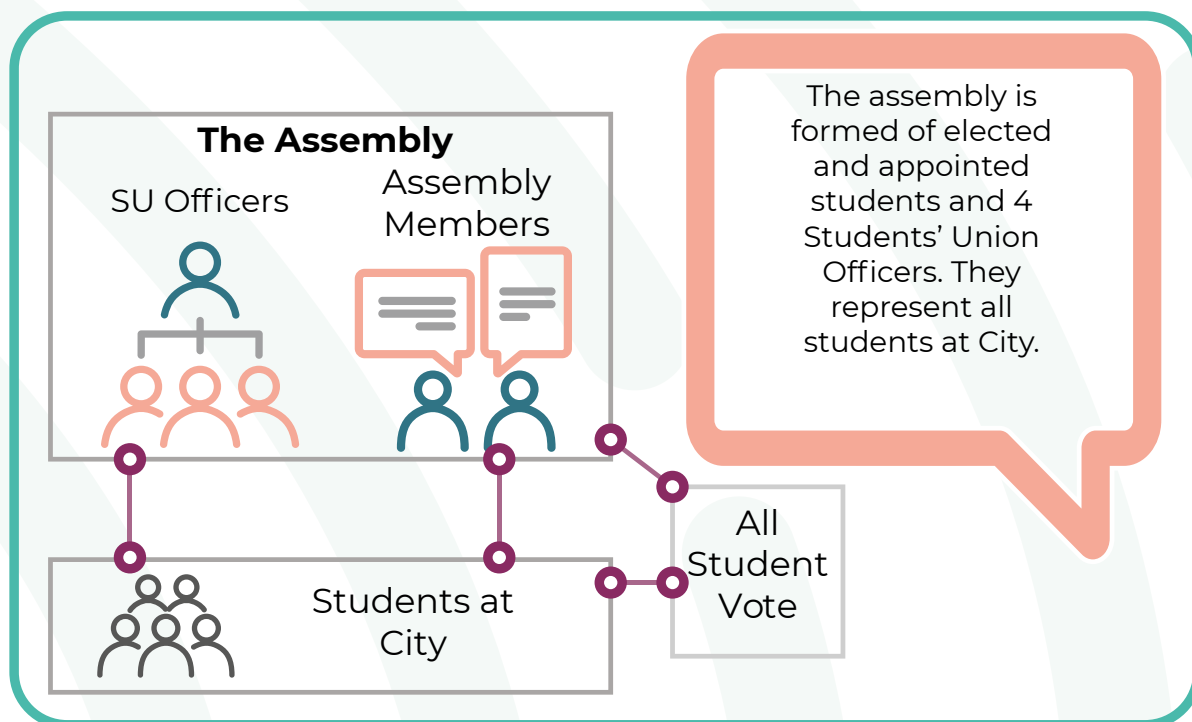
Job Responsibilities

Assembly Members make up our biggest decision-making body and work together to set the Union's priorities, deciding its direction and representing the voice of over 20,000 students in high-level decision making. They're the cogs of the Union and are most effective when engaging with students through face-to-face chats and events to properly debate issues that matter the most to students at City.

From hosting a university wide debate on decolonisation to setting up training sessions to combat islamophobia, no two days are the same. Some of the things the job entails more broadly are:

- Going out to talk to students in your School to understand the issues they are facing.
- Setting the Union priorities of behalf of students at City and working to deliver them.
- Attending and participating in all Assembly meetings over the year in person.
- Telling students and your School about the work of the Assembly.
- Play a key role in liaison and negotiation with your School on issues affecting students.

The Assembly



Important Dates for your Diary

Activity	Dates	Place
Assembly meetings	3 November 2022 4 February 2023 4 April 2023	On campus
Official first day in office	21 October 2022	Wherever you are.

Job Perks

In addition to working in one of the best jobs around you will have access to an array of perks as shown below:

- Personalised Union merch and business cards.
- A comprehensive onboarding and training programme.
- A dedicated staff team to support your ideas.
- Access to LinkedIn Learning.
- Social events and activities across the year.

How to apply?

Completing your application

Applications close: Sunday 9 October 2022, 23:59pm

Applicant interview: Monday 17th and Tuesday 18th October 2022

Application link: [click here](#).

Book a meeting with us - [click here](#)

Contact information

Visit us at the Students' Union in the Tait Building, Northampton Square and ask us anything.

Alternatively, you can email Raquel Marques on SUElections@city.ac.uk.

Jargon Buster

Word	Definition
Slate	A group of candidates that formally organise and run together in the elections on common priorities.
Job share	Up to two candidates may run on a Job Share for one Students' Union Officer position. They will be treated as one candidate for the purposes of the elections and the combined job share will equal the equivalent of one full time Students' Union Officer.
Supporter	Any person who supports a candidate in their election. Candidates are responsible for the actions of their supporters.
Student group	Any Union or City, University of London affiliated group of students including but not limited to Societies and Sports Teams.
Returning Officer	The person who has sole responsibility for interpretation of election rules.
Deputy Returning Officer	The person who is responsible for the day-to-day management of the election and has the responsibility to ensure that the election is efficient and fair.
Election Official	An 'election official' includes the Returning Officer, Deputy Returning Officer, and any other person nominated by the Deputy Returning Officer to be an election official.