



Student Voice Assistant Job Pack

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Applying for a position

Thank you for your interest in the role at the University of Gloucestershire Students' Union. Our organization is a registered charity with a focus on enhancing the student experience.

We strongly believe in promoting equal opportunities in our recruitment process and recognize the value of a diverse workforce. We actively encourage individuals from underrepresented groups to apply for our positions and will provide an interview opportunity to disabled candidates who meet the essential job criteria outlined in the person specification.

Applications are to be completed online:

Form link to be created

If you would like further information about the role, please contact Laurie Davies at ldavies39@glos.ac.uk

Key Dates

Applications Open: **28th May 2024**

Applications Close: **14th June 2024**

Interviews: **24th - 28th June 2024**

This is the essential part of the process and must be completed in order to be considered for the role

Job details

Student Voice Assistant: Roles based at our main campuses – Park, FCH & Oxstalls Campuses.

National Minimum Wage + 12.07% wage uplift in lieu of holiday entitlement / hour'

Approx. 2/4 hours per week during term time * Subject to funding

Must be available for:-

Induction: **TBC**

Welcome Fayre: **September**

Role Commences: **September**

Aid in the professional development of 5 key areas: **Representation, Advocacy, Diplomacy, Presentation, and Networking.**

Job description

Main purpose of the job

- To enhance the student experience at the University of Gloucestershire through meaningful engagement with Course Reps and students, with the goal of improving teaching, learning, and overall student satisfaction.
- To serve as a critical voice for students at both the Students' Union and the University of Gloucestershire, representing their interests at various levels.
- This role plays a crucial part in shaping the academic and non-academic aspects of the student experience, and student representatives are highly respected by the University, the Students' Union, and the student body.
- Collaborate closely with Associate Heads of Schools (AHOs's) to facilitate effective communication and information sharing.

Responsible to

Student Voice & Advocacy Manager

Supported by:

Education & Community Officer Student Voice & Campaigns Coordinator

Commitment

- 2 - 4 hours per week during term time
- Attend all training
- Attend all SVA meetings which take place every Month
- Attend and actively contribute to meetings with your AHOs's and other SVA's in your School.

Benefits

- Eligible for award at the Student Union Awards
- Increased flexibility around your program of study
- Eligibility for enrollment in a workplace pension scheme is available
***(subject to meeting requirements)**
- Support from the Student Voice Team throughout the year, with regular catch up meetings available.
- Opportunity to create real change throughout the University.
- End of year celebration meal.

Personal Specification

Selection criteria are either essential (E) or desirable (D).
They will be assessed either in the interview (I) or the Application (A)

Education, qualifications and training

Candidates must have successfully completed at least one year of study at the University of Gloucestershire and must be a returning student.	E	A
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Experience

- | | | |
|---|---|-----|
| - Strong background in collaboration and teamwork. | E | A/I |
| - Familiarity with University course representation system. | D | A/I |

Skills

- | | | |
|--|---|-----|
| - Strong communication skills. | E | A/I |
| - Proficient in time management. | E | A/I |
| - Capable of working autonomously and taking initiative. | E | A/I |
| - Strong organisational skills. | E | A/I |
| - Collaborative team player with the ability to build relationships. | E | A/I |
| - Commitment to contributing to the university's success. | E | A/I |
| - Willingness to learn and grow professionally. | E | A/I |
| - Ability to advocate for student needs and concerns. | E | A/I |
| - Capacity to effectively represent the broader student population. | E | A/I |
| - Knowledge of the Students' Union and its functions. | D | A/I |

Feel this is the right job for you apply apply here:
<https://forms.office.com/e/zZrw90wRv>



University of Gloucestershire Students' Union
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The Park, Cheltenham, GLOS, GL50 2RH
UGSU is a part of the National Union Of Students
UGSU represents students from the
University of Gloucestershire