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Advocacy and Campaigns **Manager**

Job Pack

Thank you for your interest in this role at the University of Gloucestershire Students' Union.

APPLYING FOR THIS ROLE

To apply for the post, please send your CV and a cover letter of no more than 2 A4 pages outlining your suitability for the role. You should refer particularly to how you meet the person specification listed later in this job pack

Thank you for your interest in this role at the University of Gloucestershire Students' Union.

We are seeking a candidate who can instantly contribute to the success of UOGSU and the key aspects of experience, skills, and values we are looking for are listed in the person specification. We're mindful that it is unlikely that a candidate would possess all the desired criteria and we would encourage applications from people who meet most but not all points on the list.

We can offer training for someone that excels in some of the areas, or if you can offer other qualities you think would be useful for the role, please indicate these in your supporting statement

Returning your application

Candidates are able to arrange an informal conversation with Lou Fensome, Chief Operating Officer in advance of submitting an application. To arrange an informal conversation please contact Lou via email:

lfensome3@glos.ac.uk

You can submit your application via email to **lfensome3@glos.ac.uk**. Please note, we will not accept applications which arrive via an alternative route.



IMPORTANT DATES

Closing Date: Friday 4th July

Interview Date: Wednesday 16th July/ Thursday 17th July

Start Date: August/September 2025

Job Details

Job Title: Advocacy and Campaigns Manager

Location: Across all of the main University of Gloucestershire sites with 60% 'home' Campus of Park

Department: Student Voice and Advocacy

Reports to: Chief Operating Officer

Reports: Student Advisor, Student Voice and Campaigns Coordinator

Salary: £30,002

Contract Type: Full Time, permanent

Hours: Usually between 9am and 5pm, Monday to Friday. Some flexible hours required to meet demands of the Students' Union

Office Hours: Monday- Friday

Benefits: Generous leave entitlement (including closure during Christmas period), contributory pension scheme with an employer contribution, access to discount schemes.



RESTATING OUR VALUES

UoGSU is a value-driven organisation. The work we do has the power to impact the real, lived experiences of our members — and how we do it is incredibly important. To all our members and stakeholders, we promise to be:

Inclusive:

We advocate for equity. Everyone is welcome at UoG, and we've got your back — regardless of your background or identity.



Democratic:

We empower our members to be decision makers. We're student-led, with student needs at our very centre, shaping the work we do.



Courageous:

We recognise that change is often a good thing. We're willing to make brave decisions and work with our members to do things differently — and we're always honest about our limitations.



Sustainable:

We prioritise decisions that contribute positively to environmental, social and economic sustainability, for the benefit of our members, our stakeholders and the wider community. We acknowledge the interconnectedness between decisions we make and our impact on the world around us.

Strategic plan 2024-27: our three areas of focus

Our strategic activity from 2024 to 2027 is grouped into 3 areas of focus:

- 1. The core role of the SU**
- 2. Developing student communities**
- 3. Being a critical partner**

You can read our full strategy document online [here](#) and please do contact us to discuss any details pertinent to this role.

JOB INFORMATION

Main purpose of the job

The role exists to ensure that the Students' Union operates as a democratic organisation and that the student voice is heard and a part of everything we do. The position will:

- Manage, review and promote the Student Representative structure
- Develop robust mechanisms for gaining student feedback in order to fulfil the Students' Union's key objective of effective representation.
- Lead on elections for our Full Time Officer team.
- Work closely with the University as well as internal SU staff and student leaders.
- Oversee the work of our independent and impartial advice service.

Main duties and responsibilities

Lead on academic representation

- To manage, develop, promote and review student representative schemes across the SU structures in partnership with UOG colleagues.
- To liaise with the relevant University staff in matters of student representation and ensure administrative processes are effective.
- To devise and deliver student representative training in a manner which is accessible to all students.
- To manage, develop and promote SU feedback tools (both online and in-person alongside wider student voice activities and events.
- To ensure that feedback from all sources is analysed through a student focused lens.
- To work with student leaders and ensure actions developed from feedback is taking place where appropriate.
- To regularly formally report on feedback received through SU channels to university stakeholders and relevant committees.
- To lead on the production of key SU research and reports as necessary (including but not limited to government/sector led consultations) and support team members to produce other research as required.
- To develop and deliver reports for internal audiences based on data, insight and student voice.
- To act as a key support staff member in University meeting alongside elected student leaders providing support and briefings as necessary.
- Support career staff and student leaders to negotiate actions and decisions during University change projects.

JOB INFORMATION

Support and develop our democratic functions

- To effectively encourage student engagement with democracy.
- To oversee all election processes and act as Deputy Returning Officer for SU elections.
- To stay informed of local, national and international student experience developments in order to advise the elected student leaders.
- To act as the lead staff member to the Annual General Meeting of students and SU Council meetings.
- To assist in the review and updating of SU Governance documents.
- To support and advise elected Officers on their student-led campaign activity (also known as priority campaigns).

Advice and advocacy leadership

- To have responsibility for the independent SU Advice Service.
- To design and deliver improvements to the developing service which may include the building of triage support, referrals or innovative ways of work with other agencies
- To ensure that service standards for the operation of the independent SU Advice Service are monitored and upheld at all times.
- To ensure the SU Advice Service is delivered in an actively inclusive manner making its services accessible for all of our members.
- To ensure best practise is followed in the storage and use of sensitive information held by the SU Advice Service in line with GDPR and any other relevant data legislation.
- To ensure that the work of the SU Advice team links well with student representatives and the campaigning elements of UoGSU to make best use of service data trends.
- To act as an advocate for the service within the UOG community and beyond. This will include the production of reports to develop funding streams for the service.

Management responsibilities

- To provide active leadership for staff within the Student Voice and Advocacy team.
- Have budgetary responsibility for the Student Voice and Advocacy team.
- To perform all relevant line management responsibilities including but not limited to appraisals, identifying and supporting staff development, performance management and regular 1-2-1s with all staff who they directly line manage.
- To proactively work with other staff across UoGSU to deliver SU wide projects such as student awards, Welcome and elections.

JOB INFORMATION

General duties of all staff

- To understand and uphold the purpose and values of the organisation and ensure that these guides and inform the work and conduct of the post holder.
- To be knowledgeable of the union constitution, as it applies to this post, including any legal requirements.
- To work in accordance with all SU policies and procedures, including health and safety, staffing protocols, financial procedures and the SU's equal opportunities policy.
- To undertake any other duties and responsibilities commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.
- To attend from time to time, as required, meetings as necessary to meet the requirements of the post.
- To attend all staff development days and training as required. Flexibility in working hours may be required to accommodate this.
- To ensure the SU's aspirations to reduce our environmental impact are delivered, contributing positively to the department and the organisation's aims.
- To contribute positively (with full day commitment) to at least two university open days and to undertake general team duties during the main annual welcome period.
- To be flexible and adaptable in a changing environment, the role holder may be assigned to other areas of the students' union to meet the needs of the service. This will in turn provide development opportunities in which to broaden experience.



PERSON SPECIFICATION

This section describes the qualities we'd like to see in the post holder- but where we can offer training for someone that excels in some of the areas, or where you can offer other qualities you think would be useful for the role, you should indicate this on your application form.

Education, qualifications and training

Essential or Desirable

Educated to an A level standard or equivalent experience

D

Experience

Essential or Desirable

Experience of writing for different audiences

E

Experience of working with feedback to improve services

E

Experience of working with volunteers and/or elected leaders

E

Experience of leading or supervising others

D

Experience of working with multiple internal and external stakeholders across a varied remit

D

Experience of working in a democratic and/or user led environment

D

Knowledge and skills

Essential or Desirable

A working knowledge of and support for the work of Students' Unions

E

Exceptional interpersonal skills

E

Knowledge and skills

Essential or Desirable

- Ability to activity develop networks and partnerships
- Ability to engage enthusiastically with University staff and other key stakeholders

E

D

Values and attitudes

Essential or Desirable

- Passionate about the opportunity to work within a beneficiaries led charity
- Understanding and commitment to equal opportunities, inclusive practises, and supporting diversity
- Desire to engage in continued professional development and improvement opportunities
- Strong commitment to upholding fairness and transparency of services

E

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E

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Other

Essential or Desirable

- A valid UK driving license

D

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
The University of Gloucestershire Students' Union is a registered Charity
No.1148393 and registered company No.8155140.

