



Student Subject Coordinator Job Pack

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Applying for a position

Thank you for your interest in this role at the University of Gloucestershire Students' Union! The University of Gloucestershire Students' Union is a registered charity, dedicated to improving the lives of our students.

We are committed to equality of opportunity in employment and understand the benefits of recruiting a diverse range of people. We welcome and encourage applications from underrepresented sections of the community and will offer an interview to disabled applicants who meet the essential criteria for the job, as set out in the person specification.

- Applications are to be completed online via a link that is available on the SU website in order to reduce paper usage. If you would like a physical copy to print off the form and fill in please email **emilsom3@glos.ac.uk**
- In the section with further details we advise that you look through the person specification and let us know how you match each point.

If you would like further information about the role, please contact Emma Milsom on **emilsom3@glos.ac.uk**

Key Dates

Register your interest: **9th May**

Applications Open: **9th May**

This is the essential part of the process and must be completed in order to be considered for the role - Application can be found here: **<https://forms.office.com/r/AUjNZVLBq1>**

Deadline for applications: Sunday 29th May 23:59

Job details

Student Subject Coordinator: Roles based at our main campuses – Park, FCH & Oxstalls
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:-

Training - **September**

Welcome Fayre **September**

Role Start traditionally September

Personal skills development: representation; advocacy; diplomacy; presentation & networking

Benefits

- Eligible for nomination under the SU Involvement Awards (Gnomies)
- A contributory workplace pension scheme is also provided
*(if you meet the criteria)

Job description

Main purpose of the job

- To improve the quality of the student experience at the University of Gloucestershire by engaging effectively with Course Reps and students. To work actively and enhance a more effective approach to teaching, learning and the wider student experience.
- To represent the student voice at a variety of levels both within the Students' Union and the University of Gloucestershire.
- The role contributes to the shaping of all aspects of the student experience, both academic and non-academic. All student representatives are highly valued by the University, the Students' Union and the students they represent.
- Work closely with Academic Subject Leaders to ensure robust information exchange;

Responsible to

Student Voice Manager

Supported by:

Education and Community Officer

Student Voice and Campaigns Coordinator

Academic Subject Leaders / Course Leaders

Head of relevant School

Deans (Faculty and Academic Quality and Standards) Deputy Vice-Chancellor

Full training programme

Access to necessary resources, website training etc.

Main duties and responsibilities

- Work with staff and students to enhance and develop the student experience, in both in academic and non-academic areas
- Gather feedback from Course Reps on teaching methods and learning resources and work with relevant staff to respond to this feedback
- Develop methods to engage Course Reps with the Representation Scheme
- Promote the Student voice in appropriate committees/forums
- Communicate key information to the Course Reps
- Liaise with Students' Union and School staff, particularly Academic Subject Leaders and Heads of School
- Liaise with fellow Student Subject Coordinator
- Organise focus groups, working parties and other activities that will generate innovative ideas that will benefit students, looking at specific areas of the student experience
- Attend a group meeting with your Head of School, Academic Subject Leader, other SSC within your school on a six-week basis to ensure the smooth running of any SSC activities within the School
- Meet with Academic Subject Leader on a monthly basis to ensure robust information exchange;
- Meet with SU Student Voice Manager, Student Voice and Campaigns Coordinator and Education Officer on a monthly basis to ensure robust information exchange
- Act as the communication champion for the Reps system by effective utilisation of social media and the SU website
- Support the University and the SU in reviewing, creating and promoting enriching activities as part of the enhanced student year

Commitment

- 4 hours per week during term time
- Attend **all training**
- Attend all Student Subject Coordinators' meetings every 4 weeks – 6 weeks
- Attend and actively contribute to Faculty Teaching and Learning Committees and, Course Board of Studies and other relevant committees

Personal Specification

Selection criteria are either essential (E) or desirable (D)

Education, qualifications and training

Must have completed one year of study at the University of Gloucestershire and be a returning student E

Experience

Experience of working as part of a team E

Previous experience of the University course rep system D

Disposition

Excellent communication skills E

Able to effectively manage your time E

Able to work independently using your own initiative E

Good organisational skills E

Able to work as part of a team and build relationships E

A willingness to 'get involved' and to help enhance the University E

A willingness to learn and to further personal development E

A willingness to research and represent the student voice E

An ability to represent and communicate the overall student voice E

An ability to represent others effectively, although full training will be provided D

Knowledge of the Students' Union



"Over the last two years as a Student Subject Coordinator for Film and TV, I have grown as a person while helping others throughout their time at university. The friends I've made and the skills I've developed have helped me understand how the SU works alongside the uni and it's added to my university career that I will remember long when I've graduated from UoG"

- Chloe Popay - Film & TV



"During my time at university, I feel that I've developed more as a person through the extracurricular responsibilities I have been involved with - one of these being the subject representative for teacher education. I have felt well supported by the SU and senior leaders of the University, working flexible hours which fit around my studies and working collaboratively with Course Reps, and other Student Subject Coordinators, to ensure that the student experience is as good as it possibly can be."

- Billy Jones, Teacher Education



University of Gloucestershire Students' Union
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UGSU is a part of the National Union Of Students
UGSU represents students from the
University of Gloucestershire